

Division / Bureau: AIR RESOURCES DIVISION - AIR RESOURCES DIRECTOR'S OFFICE/ADMINISTRATION**Program:** ARD DATA MANAGEMENT**Description:** This section is responsible for design, development and implementation of various databases to support the Air Resources Division.**Start:** 12/4/2009**End:****Activity:** GIS Coverage**Description:** ARD Coverages need to be updated and enhanced for display on the One Stop Web Site**Start:** 12/4/2009**End:** 12/31/2025**Lead Person:** CORNWELL, ANDREW**Deliverable:** 29097 - 2019-Maintain Stationary Source Database Coverage (CORNWELL, ANDREW)**Description:** Maintenance mode of the coverage. Add new facilities, create maps, etc. as requested by staff.**Start:** 1/1/2019**End:** 12/31/2019**Qty:** 1 GIS Coverages**Auto Calc:** ☒**Completed:** ☐**% Complete:** 75.00**Deliverable:** 32260 - 2020-Maintain Stationary Source Database Coverage (CORNWELL, ANDREW)**Description:** Maintenance mode of the coverage. Add new facilities, create maps, etc. as requested by staff.**Start:** 1/1/2020**End:** 12/31/2020**Qty:** 1 GIS Coverages**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Activity:** On Line Permitting**Description:** Develop new on line forms and processes for various permits, reports, notifications, etc.**Start:** 7/1/2010**End:** 12/31/2020**Lead Person:** CORNWELL, ANDREW**Deliverable:** 32259 - GSP/PBN On Line Payments (CORNWELL, ANDREW)**Description:** Use of NH Online Forms to allow for entities to pay on line using a credit card or echeck for upcoming GSP renewal cycle and PBN one time fee.**Start:** 7/1/2019**End:** 4/1/2020**Qty:** 1 Applications**Auto Calc:** ☒**Completed:** ☐**% Complete:** 50.00**Activity:** Stationary Source Database**Description:** Includes the complete redesign of current AirDB housed in FoxPro. FoxPro will no longer be supported by OIT and needs to be moved over to a more user friendly database.**Start:** 12/4/2009**End:****Lead Person:** CORNWELL, ANDREW**Deliverable:** 32261 - 2019 QA/QC of SSD (CORNWELL, ANDREW)**Description:** Continuation of 2014 Deliverable. Perform QA/QC of various modules (Complaints, Deviations, Facility, etc) to identify erroneous data and fix for ease of transition over to new Stationary Source Database.**Start:** 1/1/2019**End:** 12/31/2019**Qty:** 1 Data Sets**Auto Calc:** ☒**Completed:** ☐**% Complete:** 75.00**Deliverable:** 32262 - 2020 QA/QC of SSD (CORNWELL, ANDREW)**Description:** Continuation of 2014 Deliverable. Perform QA/QC of various modules (Complaints, Deviations, Facility, etc) to identify erroneous data and fix for ease of transition over to new Stationary Source Database.**Start:** 1/1/2020**End:** 12/31/2020**Qty:** 1 Data Sets**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Deliverable:** 32310 - OAP conversion to NH Online Forms (CORNWELL, ANDREW)

Description:	Convert existing LPE, GSP, PBN, Admin Amendment applications from the OAP over to that of the NH On Line Forms. All should be converted so that rollout is consistent across the board				
Start: 4/1/2020	End: 12/31/2020	Qty: 5 Applications	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/>	% Complete: 0.00
Deliverable: 32806 - OIT Development of SSD Modeling Module (CORNWELL, ANDREW)					
Description:	Tracking the development and testing of the SSD Modeling Module as it is incorporated into the SSD.				
Start: 10/1/2019	End: 1/31/2020	Qty: 1 Databases	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/>	% Complete: 0.00
Deliverable: 32807 - OIT Development of the SSD SIP Module (CORNWELL, ANDREW)					
Description:	Tracking development and testing of the SIP Module as it is incorporated into the SSD.				
Start: 2/1/2020	End: 6/30/2020	Qty: 1 Databases	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/>	% Complete: 0.00
Deliverable: 32323 - SSD Device Module Business Plan (CORNWELL, ANDREW)					
Description:	Develop a business plan to incorporate devices into the SSD.				
Start: 1/1/2020	End: 12/31/2020	Qty: 1 Business Plans	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/>	% Complete: 0.00
Deliverable: 32808 - SSD SIP Module Business Plan (CORNWELL, ANDREW)					
Description:	Create a business plan to incorporate the SIP program into the SSD.				
Start: 7/1/2019	End: 12/31/2019	Qty: 1 Business Plans	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/>	% Complete: 50.00
Deliverable: 32309 - SSD-SLEIS Connection Business Plan (CORNWELL, ANDREW)					
Description:	Develop a business plan to connect the SSD to the SLEIS database. This will allow one point of data entry and push data electronically to the SLEIS				
Start: 4/1/2020	End: 6/30/2020	Qty: 1 Business Plans	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/>	% Complete: 0.00

Program: DIVISION MANAGEMENT AND PLANNING

Description: This section is responsible for various internal functions within the division, including development and implementation of a quality assurance plan, budgeting, coordination of the Performance Partnership Agreement, strategic planning, and staff development.

Start: 10/1/1999**End:****Activity:** Administration - Internal Management**Description:****Start:** 10/1/1999**End:****Lead Person:** WRIGHT, CRAIG**Deliverable:** 33025 - Conduct Bureau Admin Meetings (WRIGHT, CRAIG)

Description: Hold monthly bureau admin meetings to discuss relevant information.

Start: 10/1/2019**End:** 9/30/2021**Qty:** 12 Meetings**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Activity:** Improve financial reporting.**Description:****Start:** 10/1/1999**End:****Lead Person:** WRIGHT, CRAIG**Deliverable:** 33026 - Conduct bi-monthly meetings with DES accounting (WRIGHT, CRAIG)

Description: Meet bi-monthly with DES accounting to ensure the smooth and timely handling of ARD accounts. Meetings to include Bureau Admins

Start: 10/1/2019**End:** 8/30/2021**Qty:** 6 Meetings**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Activity:** Participate in Director level meetings to discuss common areas of collaboration**Description:****Start:** 10/1/2017**End:****Lead Person:** WRIGHT, CRAIG

Program: SIP PLANNING & RULEMAKING

Description: State Implementation Planning (SIP) & Rulemaking section was formed in 2011. This section is responsible for coordinating the SIP plans and rulemaking authority in the ARD.

Start: 10/1/2011 **End:**

Activity: B) SIP Obligations

Description: Prepare and submit revisions to the State Implementation Plan in accordance with EPA requirements. Track EPA rulemaking related to SIPs.

Start: 10/1/2011 **End:** **Lead Person:** BEAHM, CATHERINE

Activity: C) Amend Env-A 500, Federal NSPS and NESHAP, to include new federal standards

Description: This chapter incorporates by reference EPA's standards for new sources and hazardous air pollutants. The chapter must be updated every year to include any new standards or amendments EPA has adopted in previous year.

Start: 10/1/2006 **End:** **Lead Person:** MCMANUS, KARLA

Deliverable: 32248 - Amend Env-A 500, Federal NSPS and NESHAP, to include new federal standards (MCMANUS, KARLA)

Description: Every other year

Start: 10/1/2019 **End:** 9/30/2020 **Qty:** 1 Rules **Auto Calc:** ☒ **Completed:** ☐ **% Complete:** 0.00

Activity: D) Readopt Administrative Rules scheduled to expire in this or the next federal fiscal calendar year

Description:

Start: 10/1/2006 **End:** **Lead Person:** MCMANUS, KARLA

Deliverable: 31714 - Env-A 1000 Open Sources of Air Pollution (MCMANUS, KARLA)

Description: Readoption of Env-A 1000 before it expires on 5-1-2019

Start: 1/1/2019 **End:** 12/31/2019 **Qty:** 1 Rules **Auto Calc:** ☒ **Completed:** ☒ **% Complete:** 100.00

Deliverable: 31715 - Env-A 1200 VOC RACT (MCMANUS, KARLA)

Description: Readoption of VOC RACT rules before they expire on 6-1-2019

Start: 1/1/2019 **End:** 12/31/2019 **Qty:** 1 Rules **Auto Calc:** ☒ **Completed:** ☒ **% Complete:** 100.00

Deliverable: 31718 - Env-A 1500 Transportation Conformity (MCMANUS, KARLA)

Description: Readoption before expiration on 10-1-2019

Start: 1/1/2019 **End:** 12/31/2019 **Qty:** 1 Rules **Auto Calc:** ☒ **Completed:** ☐ **% Complete:** 50.00

Deliverable: 31719 - Env-A 1700 Permit Application Forms (MCMANUS, KARLA)

Description: Readoption before expiration on 10-1-2019

Start: 1/1/2019 **End:** 12/31/2019 **Qty:** 1 Rules **Auto Calc:** ☒ **Completed:** ☐ **% Complete:** 50.00

Deliverable: 31717 - Env-A 2900 SO₂-NO_x Annual Budget Trading Banking Program (MCMANUS, KARLA)

Description:		Readoption before expiration of rule on 10-1-2019			
Start: 1/1/2019	End: 12/31/2019	Qty: 1 Rules	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/>	% Complete: 50.00
Deliverable: 31716 - Regional Greenhouse Gas Initiative, Env-A 4600, Env-A 4700, Env-A 4801.03 (MCMANUS, KARLA)					
Description:		RGGI rule being updated by RGGI and waiting for legislation to pass in NH before updating. Must be adopted before 12/31/2019			
Start: 1/1/2019	End: 12/31/2019	Qty: 1 Rules	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/>	% Complete: 40.00
Activity: E) Revise State Air Toxics Program rules (Env-A 1400)					
Description:		Update rule annually as ACGIH revises their list of toxics			
Start: 10/1/2006	End:	Lead Person: MCMANUS, KARLA			
Deliverable: 32249 - Env-A 1400, state toxics update (MCMANUS, KARLA)					
Description:		Every 2 years			
Start: 10/1/2019	End: 9/30/2020	Qty: 1 Rules	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/>	% Complete: 0.00
Activity: F) 111d State Plans					
Description:		1) Submit annual progress reports for Major Solid Waste Combustors and Other Solid Waste Combustors. 2) Submit state plans for Sewage Sludge and Solid Waste Incinerators 3) Clean Power Plan			
Start: 10/1/2006	End:	Lead Person: MCMANUS, KARLA			
Deliverable: 32481 - MWC annual report (MCMANUS, KARLA)					
Description:		Annual report on the Municipal Solid Waste Combustors			
Start: 10/1/2019	End: 9/30/2020	Qty: 1 Rules	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/>	% Complete: 0.00
Activity: Follow SIP SOP for future SIP revisions					
Description:		For future revisions to the SIP, work to implement the recommendations in the final SOP document developed by EPA Region 1 and the New England States			
Start: 10/1/2019	End:	Lead Person: BEAHM, CATHERINE			
Deliverable: 32921 - Follow SIP SOP (BEAHM, CATHERINE)					
Description:		NH will implement the final SOP document developed by EPA R1 and the New England states for all future revisions to the SIP.			
Start: 10/1/2019	End: 9/30/2020	Qty: 1 Actions	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input checked="" type="checkbox"/>	% Complete: 100.00
Activity: G) Public Hearings					
Description:		Public hearing scheduled and conducted by ARD for rulemaking, permitting, and other division activities.			
Start: 10/1/2004	End:	Lead Person: MCMANUS, KARLA			
Deliverable: 32250 - Permit and Rule hearings (MCMANUS, KARLA)					
Description:		All the permitting and rules hearings for the year			

Start: 10/1/2019	End: 9/30/2020	Qty: 1 Rules	Auto Calc: X	Completed: <input type="checkbox"/>	% Complete: 0.00
Activity: H) Air Rules mandated by state statute or Federally					
Description: Rules that are needed due to a new hampshire statute or federal mandate					
Start: 10/1/2016	End:	Lead Person: MCMANUS, KARLA			
Deliverable: 31736 - RGGI Rules (MCMANUS, KARLA)					
Description: Env-A 4600, (repeal Env-A 4700), Env-a 4800					
Start: 4/1/2019	End: 3/31/2020	Qty: 1 Rules	Auto Calc: X	Completed: <input type="checkbox"/>	% Complete: 40.00
Activity: MSW Landfill emission guidelines					
Description: Meet with EPA (Patrick Bird) to discuss the status of the development of NHDES' state plan to implement and enforce the existing source MSW landfill emission guideline					
Start: 10/1/2018	End:	Lead Person: BEAHM, CATHERINE			
Deliverable: 32480 - MSW emission guidelines (BEAHM, CATHERINE)					
Description: Take delegation of federal plan - EPA deadline to issue final federal plan is 1/7/2020.					
Start: 10/1/2019	End: 9/30/2020	Qty: 1 Meetings	Auto Calc: X	Completed: <input type="checkbox"/>	% Complete: 0.00
Activity: Regional Haze comprehensive update					
Description: Continue to develop a Regional Haze SIP for the second planning period, 2018-2028					
Start: 10/1/2018	End:	Lead Person: BEAHM, CATHERINE			
Deliverable: 32959 - Regional Haze update (BEAHM, CATHERINE)					
Description: Submit a regional haze plan covering the second planning period 2018-2018. Due 2021, but MANE-VU members are planning to submit early					
Start: 10/1/2019	End: 9/30/2020	Qty: 1 Plans	Auto Calc: X	Completed: <input type="checkbox"/>	% Complete: 75.00
Activity: Sewage Sludge Incineration delegation					
Description: Submit an annual progress report as described in the MOA for delegation of SSI federal plan.					
Start: 10/1/2017	End:	Lead Person: BEAHM, CATHERINE			
Deliverable: 32947 - Sewage Sludge Incinerators Annual Report (BEAHM, CATHERINE)					
Description: 12/31/19 - Requested 2019 SSI Annual Report be drafted.					
Start: 10/1/2019	End: 9/30/2020	Qty: 1 Reports, Final	Auto Calc: X	Completed: <input type="checkbox"/>	% Complete: 50.00
Activity: Submit a limited maintenance plan for the second 10 year maint. period under the 1997 Ozone NAAQS					
Description: FY'18-'19 reopener item. EPA contact Bob McConnell					
Start: 10/1/2018	End:	Lead Person: JANELLE, FELICE			
Deliverable: 31989 - Limited Maintenance Plan - submit as SIP revision (JANELLE, FELICE)					
Description: 1997 ozone NAAQS maintenance area - second 10 year report. Draft provided to Jeff Underhill in Sept. 2019.					

Start: 10/1/2019	End: 9/30/2020	Qty: 1 Plans	Auto Calc:	X	Completed:		% Complete: 50.00
Activity: Work with EPA to update the SIP plan							
Description: Target date for updated plan is December 31, 2018.							
Start: 10/1/2018	End:	Lead Person: BEAHM, CATHERINE					
Deliverable: 32219 - Update SIP Plan with EPA (BEAHM, CATHERINE)							
Description: Target date is December 31, 2019.							
Start: 10/1/2019	End: 9/30/2020	Qty: 1 Plans	Auto Calc:	X	Completed:	X	% Complete: 100.00

Program: WOOD SMOKE STUDIES

Description: Winter time wood smoke exposure remains a significant potential health concern, especially in low-lying valley areas. There is limited monitoring data available to assess the potential exposure levels to NH citizens

Start: 10/1/2016 **End:**

Activity: Conduct a three phase study to assess potential exposure levels to NH citizens				
Description:				
Start: 10/1/2016	End:	Lead Person: UNDERHILL, JEFFREY		
Deliverable: 32505 - d) Wood smoke studies (UNDERHILL, JEFFREY)				
Description: Complete special studies of potential wood smoke issues in NH valleys				
Start: 10/1/2019	End: 9/30/2020	Qty: 1 Studies	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/> % Complete: 90.00

Program: ASBESTOS PROGRAM

Description: The asbestos section issues license/certification for asbestos workers, conducts inspections of abatement and ADS projects, approves and audits training providers, manages the AHERA Grant and conducts outreach and education.

Start: 10/1/2007**End:****Activity:** Develop and Maintain an Asbestos Compliance Program.**Description:****Start:** 10/1/1999**End:****Lead Person:** 41646 - AIR POLLUTION CON
ENG V**Deliverable:** 32208 - AHERA Asbestos In-Schools Inspections (KEACH, ANNE)**Description:** Inspections completed in accordance with Grant commitments.**Start:** 10/1/2019**End:** 9/30/2020**Qty:** 40 Inspections**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Deliverable:** 32209 - AHERA Grant Management and Reporting (KEACH, ANNE)**Description:** Submit Annual Enforcement Report to EPA.**Start:** 10/1/2019**End:** 9/30/2020**Qty:** 1 Actions**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Deliverable:** 32210 - Asbestos Licenses and Certificates Issued (GIORGI, BENJAMIN)**Description:** ADS Contractor and Worker; AHERA Inspectors, Management Planners, and Project Designers; and Abatement Entity, Supervisor, and Worker.**Start:** 10/1/2019**End:** 9/30/2020**Qty:** 1000 Licenses**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Deliverable:** 32211 - Conduct Abatement Inspections, Complete Field Reports, and Send Letters to RP as necessary. (LIVINGSTON, THOMAS)**Description:** Target/Goal is 125 inspections per year, which is approximately 10% of all asbestos abatement projects in NH each year.**Start:** 10/1/2019**End:** 9/30/2020**Qty:** 125 Inspections**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Deliverable:** 32212 - Conduct , NESHAP asbestos outreach, education, and compliance assistance. (LIVINGSTON, THOMAS)**Description:** Mailings, presentations, and requests for information. 100 activities is an estimate.**Start:** 10/1/2019**End:** 9/30/2020**Qty:** 100 Outreach Activities**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Deliverable:** 32213 - Develop and maintain an asbestos notification database. (LIVINGSTON, THOMAS)**Description:** Maintain database and submit quarterly NARS reports to EPA.**Start:** 10/1/2019**End:** 9/30/2020**Qty:** 4 Submittals**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Deliverable:** 32214 - Refer asbestos projects to enforcement as necessary. (LIVINGSTON, THOMAS)**Description:** Referral via SSD to Enforcement. Estimated at 12 referrals per year.**Start:** 10/1/2019**End:** 9/30/2020**Qty:** 12 Referrals**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Deliverable:** 32215 - Report on AHERA outreach, education, and compliance assistance. (KEACH, ANNE)**Description:** File Quarterly Reports in accordance with Grant commitments.**Start:** 10/1/2019**End:** 9/30/2020**Qty:** 4 Reports, Final**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00

Program: COMPLIANCE ASSESSMENT

Description: This section conducts inspections of stationary sources of air pollution and provides compliance assistance to the regulated community. In addition, the Compliance Assessment Section is responsible for complaint investigations, compliance assessment and determining appropriate followup for non point sources of air pollution (e.g., fugitive dust, open burning program, live fire fighter training burns), and OWBs.

Start: 10/1/1999**End:****Activity:** Continuously improve the processes within ARD and the Department. (B)**Description:** Participate in Lean Activities**Start:** 7/1/2019**End:****Lead Person:** GUERTIN, THOMAS**Deliverable:** 31994 - Participate in Lean continuous improvement events (GUERTIN, THOMAS)**Description:** Facilitate, co-facilitate or participate as a team member.**Start:** 7/1/2019**End:** 6/30/2020**Qty:** 1 Events**Auto Calc:** ☒**Completed:** ☒**% Complete:** 100.00**Activity:** Develop and follow compliance monitoring plans for TV, SM-80, Minor and non-permitted sources.

Description: Develop and follow compliance monitoring plans for EPA CMS Plan, and State requirements.**Start:** 10/1/1999**End:****Lead Person:** GUERTIN, THOMAS**Deliverable:** 31872 - Complete Activities Identified in the State CMS Plan for FFY 2019 (GUERTIN, THOMAS)**Description:** Estimated at 100 actions (State only inspections and actions other than FCEs. For example, PCEs and site visits)**Start:** 10/1/2019**End:** 9/30/2020**Qty:** 100 Actions**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Deliverable:** 31953 - Complete Full Compliance Evaluations as Specified in the FFY 2019 CMS Plan (GUERTIN, THOMAS)**Description:** Complete file reviews, on-site inspections and submit report to RP. Refer to Enforcement as necessary. Target is 100% of the FCEs specified in the annual CMS (Compliance Monitoring Strategy)**Start:** 10/1/2019**End:** 9/30/2020**Qty:** 1 Plans**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Deliverable:** 30840 - Develop a CMS Plan for Title V and SM-80 Sources per EPA requirements for FFY 2019 (GUERTIN, THOMAS)**Description:** Develop target list and schedule for stationary source inspections based on EPA Compliance Monitoring Strategy and DES guidance. By September 30, submit compliance monitoring plan to EPA. (P&C List under Enforcement & Compliance tab, Item 6)**Start:** 10/1/2019**End:** 9/30/2020**Qty:** 1 Plans**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Deliverable:** 29237 - End of FFY 2019 CMS Close Out Report Completed and Submitted to EPA. (GUERTIN, THOMAS)**Description:** Report updated with each FFY quarters inspection results and final report prepared at end of FFY year 2019.**Start:** 10/1/2019**End:** 12/31/2019**Qty:** 1 Reports, Final**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Activity:** Receive, track, and respond to complaints and deviations.**Description:****Start:** 10/1/1999**End:****Lead Person:** MAGOON, LINDA**Deliverable:** 33128 - 1-Complaints (MAGOON, LINDA)

Description:	Develop and maintain a complaint system to receive, record, prioritize and manage complaints. An average of 275 complaints per year are received. Reports will be prepared for each complaint received.				
Start: 10/1/2019	End: 9/30/2020	Qty: 100 Complaints	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/>	% Complete: 0.00
Deliverable: 32251 - 2.5- Percent of complaint investigations conducted in 5 working days (MAGOON, LINDA)					
Description:	Goal is 100% of all complaint investigations are conducted within 5 working days				
Start: 10/1/2019	End: 9/30/2020	Qty: 75 Investigations	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/>	% Complete: 0.00
Deliverable: 33129 - 2-Complaint Follow ups / Investigations / FCE. (MAGOON, LINDA)					
Description:	Complaint investigations will be conducted as appropriate. Investigations may be conducted through telephone activities/interviews or with an onsite investigation. Complaints concerning stationary sources may result in a full compliance evaluations. Inspection reports will be prepared and cases referred to Enforcement Section as appropriate.				
Start: 10/1/2019	End: 9/30/2020	Qty: 75 Investigations	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/>	% Complete: 0.00
Deliverable: 33130 - 3-Outdoor wood boilers (OWB) Complaints (MAGOON, LINDA)					
Description:	Complaint investigations will be conducted as appropriate. Investigations may be conducted through telephone activities/interviews or with an onsite investigation. Inspection reports will be prepared and cases referred to Enforcement Section as appropriate.				
Start: 10/1/2019	End: 9/30/2020	Qty: 4 Complaints	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/>	% Complete: 0.00
Deliverable: 33131 - 4-Permit Deviation Report Review (MAGOON, LINDA)					
Description:	Develop and maintain a system to receive, record, and manage permit deviation reports. Estimate more than 200 deviation reports will be received. Permit deviation reports will be reviewed and forwarded to Enforcement Section as appropriate.				
Start: 10/1/2019	End: 9/30/2020	Qty: 75 Assessments	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/>	% Complete: 0.00
Deliverable: 33132 - 5-Permit Deviation Referral to Enforcement Section (MAGOON, LINDA)					
Description:	Results of the permit deviation review are forwarded to the Enforcement Section with recommendations for enforcement action as appropriate. Two referrals per year is an estimate.				
Start: 10/1/2019	End: 9/30/2020	Qty: 5 Referrals	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/>	% Complete: 0.00
Deliverable: 32253 - Complaint Follow-Ups/Investigations/FCE (MAGOON, LINDA)					
Description:	Complaint investigations will be conducted as appropriate. Investigations may be conducted through telephone or with an onsite investigation. Complaints concerning stationary sources may result in full compliance evaluations. Inspection reports will be prepared and referred to Enforcement Section as appropriate.				
Start: 10/1/2019	End: 9/30/2020	Qty: 75 Investigations	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/>	% Complete: 0.00
Deliverable: 32252 - Complaints (MAGOON, LINDA)					
Description:	Develop and maintain a complaint system to receive, record, prioritize and manage complaints. An average of 125 complaints per year are received. A report will be created in the SSD for each complaint received.				
Start: 10/1/2019	End: 9/30/2020	Qty: 125 Complaints	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/>	% Complete: 0.00

Deliverable: 32255 - Outdoor Wood Boiler Complaints (MAGOON, LINDA)

Description: Complaint investigations will be conducted as appropriate. Investigations may be conducted through telephone activities/interviews or with an on-site investigation. Inspection reports will be prepared and cases referred to the Enforcement Section as appropriate.

Start: 10/1/2019 **End:** 9/30/2020 **Qty:** 5 Complaints **Auto Calc:** ☒ **Completed:** ☐ **% Complete:** 0.00

Deliverable: 32258 - Permit Deviation Referrals to Enforcement (MAGOON, LINDA)

Description: Results of the permit deviation review are referred to the Enforcement Section as appropriate. Approximately five referrals per is estimated.

Start: 10/1/2019 **End:** 9/30/2020 **Qty:** 5 Referrals **Auto Calc:** ☒ **Completed:** ☐ **% Complete:** 0.00

Deliverable: 32256 - Permit Deviation Report Review (MAGOON, LINDA)

Description: Develop and maintain a system to receive, record and manage permit deviation reports. Approximately 100 deviation reports will be received. Permit deviation reports will be reviewed and forwarded to the Enforcement Section as appropriate.

Start: 10/1/2019 **End:** 9/30/2020 **Qty:** 100 Reports, Final **Auto Calc:** ☒ **Completed:** ☐ **% Complete:** 0.00

Activity: State Review Framework Coordination

Description: Coordinate EPA's 5-year State Review Framework

Start: 10/1/2017 **End:** 9/30/2022 **Lead Person:** ELDRIDGE, SHERI

Deliverable: 32858 - Progress report regarding recommendations identified in the SRF (ELDRIDGE, SHERI)

Description: Note: Due by Sept. 30 of each year (2020) (P&C List under Enforcement & Compliance tab, Item 7)

Start: 10/1/2019 **End:** 9/30/2020 **Qty:** 1 Reports, Final **Auto Calc:** ☒ **Completed:** ☐ **% Complete:** 0.00

Program: COMPLIANCE MEASUREMENT AND DATA PROGRAMS

Description: This includes activities encompassing the ARD Compliance Bureau's Testing and Monitoring Section and Emissions Inventory Section that are not directly assigned to those 2 program areas.

Start: 10/1/2007**End:****Activity:** Review Air Pollution Control Equipment (APCE) Monitoring Plans (estimate)

Description: Review APCE Monitoring Plans submitted by permitted sources to document how APCE will be monitored, operated and tested to verify its emissions reductions.

Start: 10/1/2015**End:****Lead Person:** WALTERS, RAYMOND**Deliverable:** 32347 - Review any new or modified APCE Monitoring Plans (estimate) (WALTERS, RAYMOND)

Description: Review APCE Monitoring Plans required to be submitted to DES by sources installing any APCE. Plan documents operation, establishes monitoring parameters and acceptable ranges, alarms, and testing or verification of control efficiency. 5 is an estimate

Start: 10/1/2019**End:** 9/30/2020**Qty:** 5 Plans**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Activity:** Review CEM system QA/QC (and Monitoring) Plan updates

Description: Track submittals, review updated plans, and follow-up with sources.

Start: 10/1/2015**End:****Lead Person:** WALTERS, RAYMOND**Deliverable:** 32350 - Review any new or modified CEM system Monitoring Plans (estimate) (WALTERS, RAYMOND)

Description: Review any CEM system Monitoring Plans required to be submitted to DES for approval prior to new CEM system installation, and changes to Plans submitted by the source to document changes that have been made to current CEM systems.

Start: 10/1/2019**End:** 9/30/2020**Qty:** 5 Plans**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Deliverable:** 32352 - Verify QA/QC Plan annual reviews from CEM sources, due by April 15. (WALTERS, RAYMOND)

Description: Verify that all sources with a certified CEM system submits an annual statement of review of the QA/QC Plan. Review any changes made and update QA/QC Plans on file.

Start: 10/1/2019**End:** 9/30/2020**Qty:** 12 Facilities/Companies**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Activity:** Review draft permits

Description: Review drafts of Title V, State Permits to Operate and Temporary Permits for clarity, technical accuracy, appropriate monitoring requirements and enforceability.

Start: 10/1/2007**End:****Lead Person:** WALTERS, RAYMOND**Deliverable:** 32355 - Estimate of Draft State Permits and Temporary Permits reviewed in FFY 2020 (WALTERS, RAYMOND)**Description:****Start:** 10/1/2019**End:** 9/30/2020**Qty:** 15 Permits Reviewed**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Deliverable:** 32356 - Estimate of Draft Title V Permits (and TPs for new TV sources reviewed in FFY 2020 (WALTERS, RAYMOND)**Description:****Start:** 10/1/2019**End:** 9/30/2020**Qty:** 10 Permits Reviewed**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Activity:** Title V report compliance monitoring

Description: Track submittals, review reports and follow-up as necessary.				
Start: 10/1/2005	End:	Lead Person: WALTERS, RAYMOND		
Deliverable: 32357 - Annual Compliance Certifications for CY 2019 due by April 15, 2020 (WALTERS, RAYMOND)				
Description:	Track submittals; review for completeness, accuracy and identification of any instances of non-compliance; determine need for follow-up action as necessary; and address any late submittals of reports.			
Start: 10/1/2019	End: 9/30/2020	Qty: 34 Reports, Final	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/> % Complete: 0.00
Deliverable: 32358 - Semi-annual Permit Deviation and Monitoring (PD/M) Reports due by 1/31/20 and 7/31/20 (WALTERS, RAYMOND)				
Description:	Track submittals; review for completeness, accuracy and consistency with all individually reported PDs; determine need for follow-up action as necessary; and address any late submittals of reports.			
Start: 10/1/2019	End: 9/30/2020	Qty: 68 Reports, Final	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/> % Complete: 0.00

Program: EMISSIONS INVENTORY

Description: This section maintains an accurate and extensive air pollution emissions inventory of New Hampshire sources. This data is used to determine compliance with state and federal regulations, establish state and national emissions trends and to help in evaluating the effectiveness of the State's air quality programs.

Start: 10/1/1999**End:**

Activity: Submit emissions inventory data, compliance data and ambient air quality monitoring data to EPA

Description: Submit emissions inventory data, compliance data and ambient air quality monitoring data to their respective federal databases.

Start: 10/1/2001**End:****Lead Person:** STRICKLAND, NEWTON

Deliverable: 31071 - NEI Submission re Calendar Year 2018 (STRICKLAND, NEWTON)

Description: Submit emissions inventory data to EPAs NEI by December 31, 2019. (P&C List under Air tab, Item 2)

Start: 1/1/2019**End:** 12/31/2019**Qty:** 1 Submittals**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00

Deliverable: 32453 - NEI Submission re Calendar Year 2019 (STRICKLAND, NEWTON)

Description: Submit emissions inventory data

Start: 1/1/2020**End:** 12/31/2020**Qty:** 1 Submittals**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00

Deliverable: 32886 - Send Compliance Data to EPA (every 60 days, per ICR) (STRICKLAND, NEWTON)

Description: Enter/send information necessary to satisfy the inspection, testing, compliance monitoring, and enforcement minimum data requirements (MDRs) to EPA's national data systems of record, every 60 days, or as specified in program guidance. (P&C List under Enforcement & Compliance tab, Item 3)

Start: 10/1/2019**End:** 9/30/2020**Qty:** 6 Submittals**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00

Program: IMPLEMENTATION OF NEW FEDERAL WOODSTOVE STANDARDS

Description: EPA has adopted new emission standards for residential woodstoves and outdoor wood boilers. NH will accept partial delegation of the new standards as they apply to the retail sale of new devices.

Start: 10/1/2016**End:****Activity:** Wood heater program

Description: Adopt rule, educate the public, conduct inspections, seek enforcement actions if needed

Start: 10/1/2016**End:****Lead Person:** ELDRIDGE, SHERI**Deliverable:** 32862 - Education and Outreach campaign to retail dealers (ELDRIDGE, SHERI)

Description: Develop a plan to ensure that only heaters compliant with wood heater NSPS are being sold by retailers. As appropriate, pursue enforcement actions. Provide EPA with an update by the end of FFY20.

Start: 10/1/2019**End:** 9/30/2020**Qty:** 1 Reports, Final**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Deliverable:** 32439 - FFY 2020 Wood heater program (ELDRIDGE, SHERI)

Description: DES should pursue appropriate inspections and enforcement actions, as warranted.

Start: 10/1/2019**End:** 9/30/2020**Qty:** 1 Programs**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Deliverable:** 32478 - Phase IV FFY 2019 (TILLEY, JAMES)

Description: Seek appropriate enforcement actions as warranted

Start: 10/1/2019**End:** 9/30/2020**Qty:** 1 Actions**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Deliverable:** 32440 - Wood smoke (ELDRIDGE, SHERI)

Description: Work on outreach and educational efforts to address wood smoke issues. By April 30, 2020, submit a brief summary of outreach and educational activities completed.

Start: 10/1/2019**End:** 9/30/2020**Qty:** 1 Reports, Final**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00

Program: TESTING AND MONITORING

Description: This section is primarily responsible for implementation of two air functions; a) the stationary source stack testing program; and b) the stationary source continuous emissions monitoring (CEM) program. The compliance stack testing effort oversees all emissions testing required by the state or EPA and involves reviewing pretest protocols, participating in the pretest meetings, witnessing/coordinating the actual stack testing in the field and technically reviewing the final report for state acceptance of the data. For those large stationary sources required to continuously monitor emissions, the CEM program involves overseeing the quarterly audits performed on the CEM systems to ensure accuracy of the monitors, witnessing the annual relative accuracy stack-testing audits conducted on each system, and reviewing the quarterly CEM excess emissions reports for compliance with the facility's emissions limits.

Start: 10/1/2000**End:****Activity:** Continuous Emissions Monitoring Program**Description:** Implement continuous emissions monitoring (CEM) program throughout the state.**Start:** 10/1/2002**End:****Lead Person:** O'BRIEN, MICHAEL**Deliverable:** 32225 - Number of Qtrly Excess Emission Reports received in FFY2020 (O'BRIEN, MICHAEL)**Description:****Start:** 10/1/2019**End:** 9/30/2020**Qty:** 88 Reports, Final**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Deliverable:** 32227 - Number of Qtrly Excess Emission Reports reviewed in FFY 2020 (O'BRIEN, MICHAEL)**Description:****Start:** 10/1/2019**End:** 9/30/2020**Qty:** 88 Reports, Final**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Deliverable:** 32483 - Number of relative accuracy test audit reports technically approved in FFY 2020 (O'BRIEN, MICHAEL)**Description:****Start:** 10/1/2019**End:** 9/30/2020**Qty:** 22 Tests**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Deliverable:** 32484 - Number of relative accuracy test audits (RATAs) witnessed in FFY 2020 (O'BRIEN, MICHAEL)**Description:****Start:** 10/1/2019**End:** 9/30/2020**Qty:** 22 Tests**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Activity:** Review Draft Permits**Description:** Review drafts of Title V, State Permits to Operate and Temporary Permits for technical accuracy, appropriate monitoring requirements and enforceability.**Start:** 10/1/2007**End:****Lead Person:** O'BRIEN, MICHAEL**Deliverable:** 32228 - Draft State Permits Reviewed in FFY 2020 (O'BRIEN, MICHAEL)**Description:****Start:** 10/1/2019**End:** 9/30/2020**Qty:** 15 Permits Reviewed**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Deliverable:** 32229 - Draft Title V Permits Reviewed in FFY 2020 (O'BRIEN, MICHAEL)**Description:****Start:** 10/1/2019**End:** 9/30/2020**Qty:** 5 Permits Reviewed**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Activity:** Stack Testing Program

Description: Witness all compliance stack emissions testing performed and technically review results for compliance.					
Start: 10/1/2002	End:	Lead Person: O'BRIEN, MICHAEL			
Deliverable: 32230 - No of compliance stack tests witnessed in FFY 2020 (O'BRIEN, MICHAEL)					
Description:					
Start: 10/1/2019	End: 9/30/2020	Qty: 45 Tests	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/>	% Complete: 0.00
Deliverable: 32231 - Number of stack test reports technically approved in FFY 2020 (O'BRIEN, MICHAEL)					
Description:					
Start: 10/1/2019	End: 9/30/2020	Qty: 45 Tests	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/>	% Complete: 0.00

Program: AIR TOXICS MANAGEMENT PROGRAM

Description: This program is designed to protect public health by preventing, controlling, abating and limiting emissions of toxic air pollutants into the ambient air pursuant to RSA 125-I and Section 112 of the 1990 Clean Air Act Amendments. The Air Toxics Program is responsible for the implementation of the State Air Toxics Control Program codified in Env-A 1400 and sets Ambient Air Limits (AALs) or air quality standards for approximately 750 compounds. Sources that emit any of these regulated compounds are required to demonstrate compliance with the AALs. The SSMB is responsible for implementing ENV-A 1400 including determining applicable sources, identification of compliance options and approving appropriate permit conditions for subject sources. This program is also responsible for implementation of the federal Maximum Achievable Control Technology (MACT) Program for NH sources, conducting ambient air toxics monitoring at sites throughout NH, and providing department-wide assistance on issues involving environmental impacts on public health.

Start: 10/1/2001**End:****Activity:** Evaluate and Implement Programs to Address Current Air Toxics and Public Health Concerns

Description: Air pollutants and toxic chemicals in the environment often have public health implications. The Air Toxics Management Program is often responsible for evaluating and addressing the public health impacts of toxic air contaminants.

Start: 10/1/2001**End:****Lead Person:** NORTH, PATRICIA**Deliverable:** 31770 - Participate in Activities of the NESCAUM Air Toxics and Public Health Committee (NORTH, PATRICIA)

Description: As a member of the Air Quality and Public health Committee, participate in all activities including bi-monthly conference calls and annual meeting.

Start: 10/1/2019**End:** 9/30/2020**Qty:** 7 Conference Calls**Auto Calc:** ☒**Completed:** ☐**% Complete:** 28.57**Activity:** Implement Federal Air Toxics Control Program in NH

Description: The US EPA has established a federal air toxics control program under Section 112 of the 1990 Clean Air Act Amendments. The program sets maximum achievable control technology (MACT) standards for designated source categories that must be implemented by affected sources under the Title V operating permit program. DES has been delegated by EPA to implement these MACT standards. The Air Toxics Management Program is responsible for providing input and comments to EPA on proposed MACT standards, tracking completed MACT standards, and assuring that affected NH sources are identified and implement applicable MACT standards as part of the Title V permit process.

Start: 10/1/2001**End:****Lead Person:** NORTH, PATRICIA**Deliverable:** 31854 - assist in accepting Delegation of Promulgated MACT and Area Source Standards (NORTH, PATRICIA)

Description: From the 2018 P&C list - Item #29 - Continue delegation and implementation of toxic requirements under section 112, 129 and 111(d) for major source rules, area source rules, and residual risk rules

Start: 10/1/2019**End:** 9/30/2020**Qty:** 1 Deliverables**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Deliverable:** 31853 - Residual Risk and Technology Review Program (NORTH, PATRICIA)

Description: Per 2018 EPA P&C List - Item #33 - As resources allow, review sources lists provided by EPA under the residual risk and technology review (RTR) program to determine whether the sources identified are covered by the standard. In addition, review and comment on RTR emissions data for sources in the state.

Start: 10/1/2019**End:** 9/30/2020**Qty:** 1 Reviews**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Activity:** Implement State Air Toxics Control Program

Description: DES has adopted a new air toxics control program under RSA 125-I which became effective for all NH sources as of May 8, 2001. This program, codified under Env-A 1400, sets health risk-based ambient air limits (AALs) for each of over 750 regulated toxic air pollutants (RTAPs). Any NH source that emits an RTAP must demonstrate that its emissions will not result in an exceedance of the AAL. The Air Toxics Management Program is responsible for working with the NH DES Environmental Health Risk Assessment section to update the list of RTAPs each year based on recent health risk assessment data and for providing information, assistance and implementation policy recommendations to affected sources as well as DES permitting activities.

Start: 10/1/2001	End:	Lead Person: NORTH, PATRICIA
Deliverable: 31855 - Coordinate the Update of the List of Regulated Toxic Air Pollutants Annually (NORTH, PATRICIA)		
Description:		
Start: 10/1/2019	End: 9/30/2020	Qty: 1 Updates Auto Calc: <input checked="" type="checkbox"/> Completed: <input type="checkbox"/> % Complete: 0.00
Deliverable: 31856 - Provide Technical Assistance to Sources in Determining Air Toxics Control Program Compliance (NORTH, PATRICIA)		
Description:		
Start: 10/1/2019	End: 9/30/2020	Qty: 5 Assistances Provided Auto Calc: <input checked="" type="checkbox"/> Completed: <input type="checkbox"/> % Complete: 0.00
Activity: Regional Air Toxics Workshop		
Description: participate in a regional air toxics workshop held by EPA Region 1 to discuss various NESHAP implementation issues		
Start: 10/1/2014	End:	Lead Person: NORTH, PATRICIA
Deliverable: 31857 - EPA Region 1 NESHAP Workshop (NORTH, PATRICIA)		
Description: From the 2019 P&C List - Item #28 - Participate in EPA Region 1 NESHAP workshop to discuss implantation issues		
Start: 10/1/2019	End: 9/30/2020	Qty: 1 Workshops Auto Calc: <input checked="" type="checkbox"/> Completed: <input type="checkbox"/> % Complete: 0.00
Activity: Review & comment on NATA		
Description: review and comment on EPA National Air Toxics Assessment		
Start: 10/1/2010	End:	Lead Person: NORTH, PATRICIA
Deliverable: 31858 - Review and comment on the draft 2018 National Air Toxics Assessment (NATA) if it is available (NORTH, PATRICIA)		
Description: From the 2018 P&C List - Item #31 - Review and comment on the draft 2014 National Air toxics Assessment (NATA) if it is available for comment		
Start: 10/1/2019	End: 9/30/2020	Qty: 1 Report Assessments Auto Calc: <input checked="" type="checkbox"/> Completed: <input type="checkbox"/> % Complete: 0.00

Program: HEALTH RISK ASSESSMENT

Description: The Health Risk Assessment Program performs technical risk assessments to evaluate the health risk associated with exposure to toxic chemicals released into the environment. The Program generates health advisories for statewide distribution, such as fish advisories and health information summaries on various chemicals.

Start: 10/1/2005**End:****Activity:** Health Risk Assessments**Description:****Start:** 10/1/2005**End:****Lead Person:** NORTH, PATRICIA**Deliverable:** 30744 - NH Mercury Fish Advisory Update (NORTH, PATRICIA)**Description:** Review data on mercury in NH fish, evaluate data for waterbody-specific specific advisories and communicate the basis of the freshwater fish advisories.**Start:** 10/1/2019**End:** 9/30/2020**Qty:** 1 Evaluations**Auto Calc:** ☒**Completed:** ☒**% Complete:** 100.00**Deliverable:** 31768 - Risk Assessments - Drinking Water (NORTH, PATRICIA)**Description:** Review drinking water analysis and inform public of health risks**Start:** 10/1/2019**End:** 9/30/2020**Qty:** 15 Assessments**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Deliverable:** 31769 - Risk Assessments - RCMP, Petroleum Product Sites (NORTH, PATRICIA)**Description:****Start:** 10/1/2019**End:** 9/30/2020**Qty:** 30 Assessments**Auto Calc:** ☒**Completed:** ☐**% Complete:** 20.00

Program: IMPLEMENTATION OF RICE, SSI AND MSW FEDERAL AIR REGULATIONS

Description: DES will continue to implement existing air standards for Reciprocation Internal Combustion Engines (RICE) and would undertake rulemaking to implement the newly finalized federal plan for Sewage Sludge Incinerators (SSI) and proposed updates to Municipal Solid Waste (MSW) landfills

Start: 7/1/2017**End:****Activity:** Continue delegation and implementation of federal regulations

Description: Under section 112, 129 and 111(d) for major source rules, area source rules and residual risk rules.

Start: 10/1/2018**End:****Lead Person:** NORTH, PATRICIA**Deliverable:** 31852 - Delegation of federal rules (NORTH, PATRICIA)**Description:****Start:** 10/1/2019**End:** 9/30/2020**Qty:** 1 Actions**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Activity:** Continue delegation and implementation of federal standards

Description: 20-21 P&C list #30. Continue delegation and implementation of federal regulations under section 112, 129, and 111(d) for major source rules, area source rules, and residual risk rules. (FY'20-21 OAR NPM Guidance: Air Toxics Program Implementation, A.5.2, #1 and #2)

Start: 7/1/2017**End:****Lead Person:** NORTH, PATRICIA**Deliverable:** 32974 - Delegation of federal rules (NORTH, PATRICIA)

Description: Continue delegation and implementation of federal regulations under section 112, 129, and 111(d) for major source rules, area source rules, and residual risk rules. (FY'20-21 OAR NPM Guidance: Air Toxics Program Implementation, A.5.2, #1 and #2)

Start: 10/1/2019**End:** 9/30/2020**Qty:** 1 Delegations**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00

Program: NEW SOURCE REVIEW PERMIT PROGRAM

Description: The NSR Permit Program consists of two major federal permit programs, namely, Prevention of Significant Deterioration (PSD) and Non-attainment review. This program will also handle Preconstruction Permits for sources avoiding the PSD and Non-attainment review programs.

Start: 10/1/2001**End:****Activity:** Conduct dispersion modeling for stationary source permitting programs.**Description:** Ongoing dispersion analysis for stationary source permitting**Start:** 10/1/2004**End:****Lead Person:** 19739 - ENVIRONMENTALIST IV**Deliverable:** 32232 - Respond to permit modeling requests (HEALY, DAVID)**Description:** Air dispersion modeling analysis performed in support of air permit applications to determine compliance with state and federal regulations**Start:** 10/1/2019**End:** 9/30/2020**Qty:** 25 Requests**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Activity:** Process all PSD/NSR Related Permit Applications

Description: Either new major sources or major sources making modification may be subject to the federal New Source Review Permitting Program. Any source that is subject to this regulation would be required to obtain either a PSD and/or Non-Attainment Permit or obtain a federally enforceable synthetic minor permit opting out of the program.

Start: 4/1/2001**End:****Lead Person:** BARU, PADMAJA**Deliverable:** 32233 - Issue all major NSR Permits within 12 months of receiving a complete application (BARU, PADMAJA)**Description:** From the 2018 P&C List - Item 16 - During FY18, issue all major NSR permits within 12 months of receiving a complete permit application. Provide necessary data to document the goal every six months.**Start:** 10/1/2019**End:** 9/30/2020**Qty:** 365 Person-days**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Deliverable:** 32234 - Update EPAs RACT/BACT/LAER Clearinghouse (BARU, PADMAJA)**Description:** From the 2018 P&C list - Item #17 - During FY18, ensure that data are submitted to EPAs RACT, BACT, LAER Clearinghouse for new major sources and major modifications within 90 days of permit issuance. Provide the data documenting the timeliness of the submissions every six months.**Start:** 10/1/2019**End:** 9/30/2020**Qty:** 1 Updates**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00

Program: PUBLIC EDUCATION AND OUTREACH UNIT

Description: The Education and Outreach Unit is responsible for developing and implementing outreach strategies to support each Air Resources Bureaus and programs. Activities include: planning and prioritizing outreach activities, developing displays and exhibits, preparing publications on various topics, providing classroom materials, planning and holding press events, updating website materials and supporting outreach on specific technical initiatives.

Start: 10/1/2004**End:****Activity:** Education and Outreach**Description:****Start:** 10/1/2009**End:****Lead Person:** NORTH, PATRICIA**Deliverable:** 31771 - Fish Consumption Advisory (NORTH, PATRICIA)**Description:****Start:** 10/1/2019**End:** 9/30/2020**Qty:** 2400 Brochures**Auto Calc:**☒**Completed:**☐**% Complete:** 8.33**Activity:** Environmental Justice**Description:****Start:** 6/1/2006**End:****Lead Person:** NORTH, PATRICIA**Deliverable:** 31851 - Participate in Regional EJ Meetings and Conference Calls (NORTH, PATRICIA)**Description:**

P&C Item Goal 3 #1

Start: 10/1/2019**End:** 9/30/2020**Qty:** 4 Conference Calls**Auto Calc:**☒**Completed:**☐**% Complete:** 0.00

Program: STATE OPERATING PERMIT PROGRAM

Description: State regulations require certain non-major sources of air pollution (State-sources) to obtain operating permits. In addition, State sources are required to obtain construction permits and/or modify existing permits for the installation or modification of regulated devices.

Start: 7/1/2002**End:****Activity:** Process Permit Applications

Description: New sources, existing sources requesting permit modifications, existing sources with Temporary Permits wishing to obtain State Permits to Operate, sources wishing to renew existing permits, and existing sources previously operating without permits are all required to submit permit applications. Processing these permit applications is a primary responsibility of the Operating Permit Program.

Start: 10/1/2001**End:****Lead Person:** DORFSCHMIDT, BARBARA**Deliverable:** 32237 - Process GSP applications (DORFSCHMIDT, BARBARA)

Description: Process all GSP applications. Quantity includes new permits and amendments to existing permits. Since this is a year when all GSPs are renewed for 5 years, we are expecting approximately 400 GSP renewals.

Start: 10/1/2019**End:** 9/30/2020**Qty:** 400 Applications, Permit**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Deliverable:** 32238 - Process PBNs (DORFSCHMIDT, BARBARA)

Description: Process Permit by Notifications.

Start: 10/1/2019**End:** 9/30/2020**Qty:** 5 Applications, Permit**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Deliverable:** 32239 - Process SPO and TP applications for State sources (including SIP revisions) (DORFSCHMIDT, BARBARA)

Description: Process all SPO and TP applications, including amendments to existing permits and single source SIP revisions. Quantity based upon anticipated 100 such applications per year.

Start: 10/1/2019**End:** 9/30/2020**Qty:** 100 Applications, Permit**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00

Program: TITLE V OPERATING PERMIT PROGRAM

Description: Title V Operating Permit regulations require that major sources of air pollution obtain a Title V Operating Permit (Title V sources). In addition, Title V sources are required to obtain construction permits and/or modify existing permits for the installation or modification of regulated devices.

Start: 6/30/1995**End:****Activity:** Participate with EPA Title V permit program evaluation

Description: Participate with EPA in Title V permit program evaluation, set targets to respond to EPA's evaluation report, and implement recommendations. (FY'20-21 OAR NPM Guidance: Title V & NSR Permitting, A.3.2., #3)

Start: 10/1/2019**End:****Lead Person:** DORFSCHMIDT, BARBARA**Deliverable:** 32973 - Title V permit program evaluation (DORFSCHMIDT, BARBARA)

Description: Participate with EPA in Title V permit program evaluation, set targets to respond to EPA's evaluation report, and implement recommendations. (FY'20-21 OAR NPM Guidance: Title V & NSR Permitting, A.3.2., #3)

Start: 10/1/2019**End:** 9/30/2020**Qty:** 1 Reports, Final**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Activity:** Process Permit Applications

Description: New sources, existing sources requesting permit modifications, existing sources with Temporary Permits wishing to modify Title V permits, sources wishing to renew existing permits, and existing sources previously operating without permits are all required to submit permit applications. Processing these permit applications is a primary responsibility of the Operating Permit Program.

Start: 6/30/1996**End:****Lead Person:** DORFSCHMIDT, BARBARA**Deliverable:** 32242 - Process new Title V permit applications received for new Title V sources; complete TOPS tracking for (DORFSCHMIDT, BARBARA)

Description: Per the 2020-21 P&C List #15 - Ensure that 100 percent of new Title V operating permits are issued within 18 months of receiving a complete permit application or settlement of an enforcement case. Provide necessary data through the TOPS Tracking Form to document the goal every six months. (OAQPS P11)

Start: 10/1/2019**End:** 9/30/2020**Qty:** 2 Applications, Permit**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Deliverable:** 32244 - Process requests for minor modifications and administrative amendments to existing Title V permits (DORFSCHMIDT, BARBARA)

Description: Process applications for modifications to existing Title V permits. Quantity based upon anticipated 10 such applications per year.

Start: 10/1/2019**End:** 9/30/2020**Qty:** 10 Applications, Permit**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Deliverable:** 32245 - Process significant modifications at existing Title V sources; complete TOPS tracking form (DORFSCHMIDT, BARBARA)

Description: Per the 2020-21 P&C list #14 - Insure that 100 percent of Title V significant modifications are issued within 18 months of receiving a complete permit application or settlement of an enforcement case. Provide necessary data through the TOPS Tracking Form to document the goal every six months. Note that this includes processing Temporary Permit applications for modifications to Title V sources (done in place of a significant modification).

Start: 10/1/2019**End:** 9/30/2020**Qty:** 10 Applications, Permit**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Deliverable:** 32243 - Title V renewals (DORFSCHMIDT, BARBARA)

Description:		P&C list 20-21 # 16 Title V renewals: Document the number of expired Title V permits as of Oct. 1, 2019 and reduce the total universe by 10% during the fiscal year. Provide necessary data through the TOPS Tracking Form to document the goal every six months. (FY'20-21 OAR NPM Guidance: Title V & NSR Permitting, A.3.2., #1 and #2)			
Start: 10/1/2019	End: 9/30/2020	Qty: 2 Permits Issued	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/>	% Complete: 0.00

Program: ADAPTATION AND RESILIENCY**Description:****Start:** 8/8/2017**End:****Activity:** Multi-purpose EPA Grant Compliance**Description:** 2018 P&C Cross-Media #9**Start:** 10/1/2017**End:****Lead Person:** GODLEWSKI, SHARON**Deliverable:** 32968 - Quarterly New England State and EPA calls (GODLEWSKI, SHARON)**Description:** 20-21 P&C list, cross media #11. Participate in quarterly New England State and EPA calls to share actions on priority areas, and implementation strategies.**Start:** 10/1/2019**End:** 9/30/2020**Qty:** 4 Conference Calls**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Activity:** Outreach events**Description:****Start:** 8/8/2017**End:****Lead Person:** GODLEWSKI, SHARON**Deliverable:** 32002 - Climate change presentations (GODLEWSKI, SHARON)**Description:****Start:** 10/1/2019**End:** 9/30/2020**Qty:** 5 Presentations**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00

Program: AIR MONITORING

Description: The Ambient Air Monitoring Unit is responsible for operation and maintenance of New Hampshire's ambient air monitoring network. New Hampshire operates several remote facilities around the state, at which DES monitors for criteria air pollutants as prescribed by the US EPA, including sulfur dioxide, ozone, nitrogen oxides, particulate matter, volatile organic compounds, and mercury. The data collected at these sites is used to determine air quality status, confirmation of air quality trends and predictions for the Northeast region, and to provide the basis for future policy planning. This data is transmitted into a federal database for both local and national use. The Ambient Air Monitoring Unit also provides assistance with data collection and analysis for special studies related to ambient air quality.

Start: 10/1/2001**End:****Activity:** Annual Reporting

Description: Air Monitoring Network: Submit to EPA by July 1 the annual air monitoring network review and schedule (40CFR58.20d, 58.25 & 58.46) and annual PM report (40CFR58.26).

Start: 10/1/2006**End:****Lead Person:** PERKINS, JR., KENDALL**Deliverable:** 32606 - SLAMS data certification letter to EPA by May 1, 2020 (PERKINS, JR., KENDALL)

Description: 2019 P&C list Air #19 -Operate EPA-approved network (SLAMS, PM), enter the air monitoring, precision and accuracy data into AQS within 90 days (180 days for PAMS) of the end of each calendar quarter (40 CFR 58.12, 58.14, & 58.16) and submit the Annual Air Quality Data certification by May 1, 2019 (40 CFR 58.15).

Start: 10/1/2019**End:** 9/30/2020**Qty:** 1 Letters**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Deliverable:** 32607 - Submit network review to EPA by July 1 (PERKINS, JR., KENDALL)

Description: [From 2018 P&C List #18] Air Monitoring Network: Submit to EPA by July 1, 2019 the annual air monitoring network plan (40 CFR 58.10). State Plan should be made available for public and EPA review by May 31, 2019 at the latest. The Plan should include ensuring monitoring networks are consistent with the requirements of recent NO₂, SO₂, CO, lead and ozone NAAQS rules, in particular. (FY '18-'19 DRAFT OAAR NPM Guidance: Ambient Air Monitoring for Criteria Pollutants, 2.4.1, #)

Start: 10/1/2019**End:** 9/30/2020**Qty:** 1 Reviews**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Activity:** Attend EPA programmatic and technical forums**Description:****Start:** 10/1/2015**End:****Lead Person:** PERKINS, JR., KENDALL**Deliverable:** 32612 - Air Monitoring Technical Forum Attendance (PERKINS, JR., KENDALL)

Description: 2019 P&C Air #22. Attend annual air monitoring technical forum IF HELD. EPA Region 1 will help facilitate scheduling of at least one technical forum during FY18 to help ensure the technical air monitoring staff are properly trained and best practices are shared among all air staff in Region 1.

Start: 10/1/2019**End:** 9/30/2020**Qty:** 1 Attendees**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Deliverable:** 32964 - National Ambient Air Monitoring Network (PERKINS, JR., KENDALL)

Description: Air Monitoring Network: Plan to send 2 State staff members to National Ambient Air Monitoring Conference expected in August 2020. (FY '20 Ambient Air Monitoring Appendix to NPM Guidance)

Start: 10/1/2019**End:** 9/30/2020**Qty:** 2 Attendees**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Activity:** Conduct and submit 5 Year Network Assessment

Description: Air Monitoring Network: Conduct and submit Five Year Network Assessment to ensure all air monitoring objectives are met. Should conduct public notice (along with ANP) and must be submitted to EPA by July 1, 2020. (FY'20-21 OAR NPM Guidance: Ambient Air Monitoring for Criteria Pollutants, A.4.2 #5)

Start: 10/1/2019 **End:** **Lead Person:** PERKINS, JR., KENDALL

Deliverable: 32963 - Five Year Network Assessment (PERKINS, JR., KENDALL)

Description:

Start: 10/1/2019 **End:** 9/30/2020 **Qty:** 1 Reports, Final **Auto Calc:** ☒ **Completed:** ☐ **% Complete:** 0.00

Activity: Criteria Pollutants Data Capture

Description: Have at least 75% quarterly capture rate for CO, NO2, O3, SO2, & PM 2.5

Start: 10/1/2002 **End:** **Lead Person:** PERKINS, JR., KENDALL

Deliverable: 32616 - Achieve a capture rate of at least 75% at all active CO monitoring stations. (PERKINS, JR., KENDALL)

Description: Identify 1 complete data set if 75% capture rate across all sites was achieved in quarter. Identify any individual sites, in comments, that did not have a 75% data capture rate. Repair and replacement schedules may be impacted by reduced funds.

Start: 10/1/2019 **End:** 9/30/2020 **Qty:** 4 Data Sets **Auto Calc:** ☒ **Completed:** ☐ **% Complete:** 0.00

Deliverable: 32619 - Achieve a capture rate of at least 75% at all PM 2.5 monitoring stations. (PERKINS, JR., KENDALL)

Description: Identify 1 complete data set if 75% data capture rate across all monitoring sites was achieved in quarter. Identify any individual sites, in comments, that did not have a 75% data capture rate.

Start: 10/1/2019 **End:** 9/30/2020 **Qty:** 4 Data Sets **Auto Calc:** ☒ **Completed:** ☐ **% Complete:** 0.00

Deliverable: 32622 - Achieve a data capture of at least a 75 percent at all active SO2 monitoring sites. (PERKINS, JR., KENDALL)

Description: Identify 1 complete data set if 75% capture rate across all monitoring sites was achieved in quarter. Identify any individual sites, in comments, that did not meet a 75% data capture rate. Repair and replacement schedules may be impacted by reduced funds.

Start: 10/1/2019 **End:** 9/30/2020 **Qty:** 4 Data Sets **Auto Calc:** ☒ **Completed:** ☐ **% Complete:** 0.00

Deliverable: 32625 - Achieve a data capture rate of at least 75% at all active NO2 monitoring sites. (PERKINS, JR., KENDALL)

Description: Identify 1 complete data set if 75% data capture rate across all monitoring sites was achieved in quarter. Identify any individual sites, in comments, that did not have a 75% capture rate. Repair and replacement schedules may be impacted by reduced funds.

Start: 10/1/2019 **End:** 9/30/2020 **Qty:** 4 Data Sets **Auto Calc:** ☒ **Completed:** ☐ **% Complete:** 0.00

Deliverable: 32627 - Achieve a data capture rate of at least 75% at all active O3 monitoring sites. (PERKINS, JR., KENDALL)

Description: Identify 1 complete data set if 75% data capture rate across all monitoring sites was achieved in quarter. Identify any individual sites, in comments, that did not have a 75% data capture rate. Repair and replacement schedules may be impacted by reduced funds.

Start: 10/1/2019 **End:** 9/30/2020 **Qty:** 4 Data Sets **Auto Calc:** ☒ **Completed:** ☐ **% Complete:** 0.00

Activity: Operate and maintain air monitoring networks in conformance with 40 CFR Part 58.

Description: Operate and maintain monitoring network (PAMS, NAMS, SLAMS), including quality control and assurance (equipment audit and performance check procedures), site maintenance, establishment of replacement and new monitoring sites, planning for expansion of existing network, and appropriate responses to federal and DES program audits.

Start: 10/1/2003	End:	Lead Person: PERKINS, JR., KENDALL
Deliverable: 32630 - Operate EPA approved network, enter precision and accuracy data, and submit annual Air Quality Data (PERKINS, JR., KENDALL)		
Description: 2019 P&C List Air #20. Operate EPA-approved network (SLAMS, PM), enter the air monitoring, precision and accuracy data into AQS within 90 days (180 days for PAMS) of the end of each calendar quarter (40 CFR 58.12, 58.14, & 58.16) (OAQPS M11) and submit the Annual Air Quality Data certification by May 1, 2019 (40 CFR 58.15). (FY18-19 DRAFT OAR NPM Guidance: Ambient Air Monitoring for Criteria Pollutants 2.4.1 #1, #6, #7)		
Start: 10/1/2019	End: 9/30/2020	Qty: 4 Data Sets Auto Calc: <input checked="" type="checkbox"/> Completed: <input type="checkbox"/> % Complete: 0.00
Deliverable: 32633 - Perform Quality Assurance on all analyzers at minimum frequency required by EPA. (UNASSIGNED)		
Description:		
Start: 10/1/2019	End: 9/30/2020	Qty: 4 Data Sets Auto Calc: <input checked="" type="checkbox"/> Completed: <input type="checkbox"/> % Complete: 0.00
Activity: PAMS		
Description: report on PAMS data capture for PAMS season		
Start: 10/1/2002	End:	Lead Person: HROBAK, LARA
Deliverable: 32220 - 2020 data capture at Pack Monadnock (HROBAK, LARA)		
Description: 2019 Data Collection will be under the EMP		
Start: 10/1/2019	End: 9/30/2020	Qty: 1 Data Sets Auto Calc: <input checked="" type="checkbox"/> Completed: <input type="checkbox"/> % Complete: 0.00
Deliverable: 32223 - 2020 FY data capture at Londonderry (HROBAK, LARA)		
Description: 2020 VOC, Carbonyl, Mixing Height Data Required Site PAMS		
Start: 1/1/2020	End: 12/31/2020	Qty: 1 Data Sets Auto Calc: <input checked="" type="checkbox"/> Completed: <input type="checkbox"/> % Complete: 0.00
Deliverable: 32539 - Implement 2015 NAAQS Changes to PAMS Network (HROBAK, LARA)		
Description: Implement requisite changes to PAMS air monitoring network consistent with final ozone NAAQS rule from October, 2015 including updated QAPPs and SOPs		
Start: 10/1/2019	End: 9/30/2020	Qty: 1 Updates Auto Calc: <input checked="" type="checkbox"/> Completed: <input type="checkbox"/> % Complete: 75.00
Deliverable: 31101 - Install new PAMS equipment for 2019 (HROBAK, LARA)		
Description: Once purchased, the new VOC system, True NO2, and ceilometer needs to be installed at the Londonderry location.		
Start: 10/1/2018	End: 10/1/2019	Qty: 1 Data Sets Auto Calc: <input checked="" type="checkbox"/> Completed: <input checked="" type="checkbox"/> % Complete: 100.00
Deliverable: 31100 - Perform data analysis from 2019 PAMS season & submit report (HROBAK, LARA)		
Description:		
Start: 10/1/2019	End: 3/31/2020	Qty: 1 Data Sets Auto Calc: <input checked="" type="checkbox"/> Completed: <input type="checkbox"/> % Complete: 75.00
Deliverable: 32222 - Report 2019 PAMS data (HROBAK, LARA)		
Description: Report Londonderry and Peterborough PAMS data to AQS.		
Start: 1/1/2019	End: 12/31/2019	Qty: 1 Sets Auto Calc: <input checked="" type="checkbox"/> Completed: <input type="checkbox"/> % Complete: 75.00
Activity: Preparation and submittal of Quality Assurance Project Plans		
Description: EPA is requiring that states prepare and submit updated QAPPs for gaseous criteria pollutants, continuous PM 2.5 and PM 10. SOPs which reflect operating procedures for data collection, validation, and maintenance are to be prepared and incorporated into the QAPP's as appendices.		

Start: 10/1/2001	End:	Lead Person: PERKINS, JR., KENDALL			
Deliverable: 32637 - Annual review of approved Quality Assurance Project Plans (PERKINS, JR., KENDALL)					
Description: (2020 P&C, Item 22) Quality Assurance: Ensure all approved QAPPs are reviewed by November 1, 2018. Ensure adequate, independent QA audits of NAAQS monitors or participate in NPAP and PEP QA programs. (FY20-21 OAR NPM Guidance: 2.4.4 Ambient Air Monitoring for Criteria Pollutants, 2.4.1, #2)					
Start: 10/1/2019	End: 9/30/2020	Qty: 2 Reviews	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/>	% Complete: 0.00
Activity: Technical Systems Audit					
Description: Air Monitoring Network: Participate and respond to EPA in a Technical Systems Audit (TSA) for NH in FY 2020. (FY'20-21 OAR NPM Guidance: Ambient Air Monitoring for Criteria Pollutants, A.4.2 #9)					
Start: 10/1/2016	End:	Lead Person: PERKINS, JR., KENDALL			
Deliverable: 32965 - Technical systems audit in FY 2020 (PERKINS, JR., KENDALL)					
Description: Air Monitoring Network: Participate and respond to EPA in a Technical Systems Audit (TSA) for NH in FY 2020. (FY'20-21 OAR NPM Guidance: Ambient Air Monitoring for Criteria Pollutants, A.4.2 #9)					
Start: 10/1/2019	End: 9/30/2020	Qty: 1 Audits	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/>	% Complete: 0.00

Program: ECONOMIC INCENTIVE PROGRAMS

Description: The Clean Air Act Amendments of 1990 recognized the merit of using market-based approaches to help achieve clean air goals. For example, the Amendments introduced a market-based allowance trading system for controlling sulfur dioxide emissions that contribute to acid rain. Reductions are achieved through an "emissions budget" or "cap" trading system that places a "cap" on emissions for a specific category of sources, power plants. In contrast, an open market system allows, but does not require, any emissions source or facility, including mobile sources, to participate and does not set a limit on the number of emissions reductions credits generated or sold. DES has both types of trading programs, which are managed by a single Program Manager. The programs achieve reductions in emissions that contribute to ground level ozone.

Start: 1/20/1997**End:****Activity:** Clean Power Act (Env-A 2900)

Description: New Hampshire rules (Env-A 2900) were adopted to implement New Hampshire's Clean Power Act, which became law on July 1, 2002. The Act calls for annual reductions of multiple pollutants (SO₂, NO_x, and CO₂) beginning in 2007 implemented through cap and trading programs. The Act differs from, but was based upon, DES's Clean Power Strategy. Trades are recorded in the NH Clean Power Act Allowances Tracking System. The Act also provides incentives for emissions reductions, and power plants could earn bonus allowances in various ways for various pollutants. The Clean Power Act was amended in 2006 to incorporate provisions for mercury reductions. While mercury trading is prohibited, provisions were added to allow mercury credits to be converted to sulfur dioxide allowances and used for compliance with the above trading program.

Start: 10/1/2008**End:****Lead Person:** FONTAINE, JOSEPH**Deliverable:** 31772 - Reduce Hg Emissions from baseline (FONTAINE, JOSEPH)**Description:****Start:** 10/1/2019**End:** 9/30/2020**Qty:** 0.03 Tons**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Deliverable:** 31773 - Reduce NO_x Emissions from baseline (FONTAINE, JOSEPH)**Description:****Start:** 10/1/2019**End:** 9/30/2020**Qty:** 10000 Tons**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Deliverable:** 31774 - Reduce SO₂ Emissions from baseline (FONTAINE, JOSEPH)**Description:****Start:** 10/1/2019**End:** 9/30/2020**Qty:** 20000 Tons**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Activity:** Discrete Emissions Reduction (DER) Trading Program

Description: The DER Trading Program (Env-A 3100) is an open market system of trading. The DERs are mass-based units (1 DER = 1 ton) representing discrete, retrospective emission reductions. DERs can be voluntarily generated by stationary, mobile, or area (e.g. off-road equipment, consumer products) sources. NO_x and VOCs are included because New Hampshire is in the Ozone Transport Region. The DER Trading Program is intended to give RACT sources and sources subject to New Source Review (NSR) compliance flexibility and the opportunity to reduce compliance costs. Although it is not an attainment strategy, the program benefits the environment by requiring that 10 percent of all credits are retired (discounted) before they are used.

Start: 1/20/1997**End:****Lead Person:** FONTAINE, JOSEPH**Deliverable:** 31775 - >= 64 DER retired for environmental benefit (FONTAINE, JOSEPH)**Description:****Start:** 10/1/2019**End:** 9/30/2020**Qty:** 64 Tons**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Activity:** Emissions Reductions Credit (ERC) Trading Program

Description: The ERC Trading Program (Env-A 3000) is also an open market system of trading. The ERCs are rate-based units (1 ERC= 1ton/year) representing continuous, permanent emission reductions. ERCs can be voluntarily generated by stationary, mobile, or area (e.g., off-road equipment, consumer products) sources. NOx and VOCs are included because New Hampshire is in the Ozone Transport Region. The ERC Trading Program is not intended to reduce emissions (for example, it is not an attainment strategy) but rather to give RACT sources and sources subject to New Source Review (NSR) compliance flexibility and the opportunity to reduce compliance costs. There is also an economic development aspect: shutdown credits can only be used by the generator (they can not be traded). If the generator cannot use them, they become "public ERCs" in a state-controlled account. The state can then use these ERCs for purposes of job retention (highest priority), economic development, and job creation.

Start: 1/20/1997 **End:** **Lead Person:** FONTAINE, JOSEPH

Deliverable: 31776 - >100 ERCs banked/retired for environmental benefit (FONTAINE, JOSEPH)

Description:

Start: 10/1/2019 **End:** 9/30/2020 **Qty:** 100 Tons **Auto Calc:** ☒ **Completed:** ☐ **% Complete:** 0.00

Activity: Implement RGGI (Regional Greenhouse Gas Initiative)

Description:

Start: 10/1/2008 **End:** **Lead Person:** FONTAINE, JOSEPH

Deliverable: 31777 - RGGI Annual Report to NH Legislature (FONTAINE, JOSEPH)

Description: Prepare report on program implementation status, including recommended changes that may involve statutory and/or regulatory amendments.

Start: 10/1/2019 **End:** 9/30/2020 **Qty:** 1 Reports, Final **Auto Calc:** ☒ **Completed:** ☒ **% Complete:** 100.00

Deliverable: 31778 - RGGI Auctions (FONTAINE, JOSEPH)

Description: NOTE: 3 below indicates 3 Million Allowances auctioned annually, 750,000 auctioned quarterly

Start: 10/1/2019 **End:** 9/30/2020 **Qty:** 3 Tons **Auto Calc:** ☒ **Completed:** ☐ **% Complete:** 24.67

Deliverable: 31779 - RGGI Leakage Report (FONTAINE, JOSEPH)

Description: Prepare report documenting that in-region emissions reductions have occurred and emissions have not been shifted out of region.

Start: 10/1/2019 **End:** 9/30/2020 **Qty:** 1 Reports, Final **Auto Calc:** ☒ **Completed:** ☒ **% Complete:** 100.00

Activity: NITROGEN OXIDES (NOX) BUDGET TRADING PROGRAM

Description: The NOx Budget Trading Program (Env-A 3200) implements the Ozone Transport Commission Memorandum of Understanding (OTC MOU), which was signed on September 27, 1994 and called for regional NOx reductions beginning in 1999 implemented through a market-based budget (or cap) and trading program. Not only is NH's NOx Budget Trading Program designed to achieve the ozone season NOx reductions required by the OTC MOU, but also it is designed to achieve at least an additional 100 tons of NOx reductions per season for environmental benefit. By May 1, 1999, the currently existing affected facilities (utility boilers and combustion turbines at 5 Public Service of New Hampshire (PSNH) facilities) in New Hampshire shall reduce their NOx emissions from their 1990 baseline emissions of 14,589 tons to 4,674 tons. These significant NOx emission reductions, combined with similar reductions in other OTR States, should help improve air quality by reducing ground-level ozone concentrations. Exposure to ozone causes decreased lung capacity, particularly in children and elderly.

Start: 5/1/1999 **End:** **Lead Person:** FONTAINE, JOSEPH

Deliverable: 31780 - >= 11,689 tons seasonal NOx reduced (FONTAINE, JOSEPH)

Description:

Start: 10/1/2019 **End:** 9/30/2020 **Qty:** 11689 Tons **Auto Calc:** ☒ **Completed:** ☒ **% Complete:** 100.00

Program: ENERGY AND CLIMATE CHANGE

Description: The Energy Programs Unit is responsible for activities related to global climate change, including maintenance of New Hampshire's greenhouse gas inventory, preparation of plans relative to reducing emissions of greenhouse gases and energy efficiency, planning and outreach activities associated with global warming and climate change, and technical support for policy and program initiatives at the local, state, and national levels.

Start: 10/1/2001**End:****Activity:** EPA Energy Efficiency Programs

Description: Support and promote EPA's programs to enhance and promote energy efficiency.

Start: 10/1/2002**End:****Lead Person:** SKOGLUND, CHRISTOPHER**Deliverable:** 32298 - NHDES-EPA Coordination on Climate Change (SKOGLUND, CHRISTOPHER)

Description: 2019 P&C #8 (Cross Media): Continue with Staff level meetings between NHDES and EPA to determine actions on priority areas, and to develop an implementation strategy of needed changes

Start: 10/1/2019**End:** 9/30/2020**Qty:** 4 Consultations**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Deliverable:** 32299 - Promote energy efficiency improvements in the municipal sector (SKOGLUND, CHRISTOPHER)

Description: 2019 P&C Cross-Media #11 - Work with EPA to encourage local communities to target the reduction of energy use in municipal and school buildings through participation in the Local Energy Committee Working Group.

Start: 10/1/2019**End:** 9/30/2020**Qty:** 1 Programs**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Activity:** Implement and Update Climate Action Plan/Energy and Climate Collaborative

Description: Activities and programs to support, track and implement NH Climate Action Plan; participate in and provide oversight for NH Energy and Climate Collaborative.

Start: 10/1/2002**End:****Lead Person:** FONTAINE, JOSEPH**Deliverable:** 31782 - RPS (Renewable Portfolio Standards) (FONTAINE, JOSEPH)

Description: Assist the PUC with implementation of NHs Renewable Portfolio Standard by providing quarterly approvals of emission rates for certified facilities

Start: 10/1/2019**End:** 9/30/2020**Qty:** 4 Approvals**Auto Calc:** ☒**Completed:** ☐**% Complete:** 25.00**Activity:** Participation in Regional/Federal Climate Change/Greenhouse Gas Initiatives

Description: NESCAUM, OTC, NEG/ECP and STAPPA/ALAPCO, and EPA all have committees which focus primarily on Climate Change. Implement RGGI via program oversight/continued promotion for federal actions. Ongoing.

Start: 10/1/2001**End:****Lead Person:** FONTAINE, JOSEPH**Deliverable:** 31783 - Multi-State Initiative for a Regional Greenhouse Gas Cap (FONTAINE, JOSEPH)

Description: Maintain 3.6 million tons of emissions by Participating in regional workgroup to further develop a program to cap greenhouse gas emissions from the power sector in New England and other eastern states, to analyze imports and leakage, and to establish a regional organization for a registry.

Start: 10/1/2019**End:** 9/30/2020**Qty:** 3 Tons**Auto Calc:** ☒**Completed:** ☐**% Complete:** 24.67**Deliverable:** 31784 - RGGI amended NH RGGI rule (FONTAINE, JOSEPH)

Description: Amend the NH RGGI rules

Start: 10/1/2019**End:** 9/30/2020**Qty:** 1 Rules**Auto Calc:** ☒**Completed:** ☒**% Complete:** 100.00

Deliverable: 33175 - Transportation and Climate Initiative (OHLER, REBECCA)**Description:** Participate in relevant TCI work groups**Start:** 10/1/2019**End:** 9/30/2020**Qty:** 3 Committees**Auto Calc:** ☒**Completed:** ☒**% Complete:** 166.67**Deliverable:** 31785 - Work with EPA on the implementation of the Greenhouse Gas Reporting Rule (FONTAINE, JOSEPH)**Description:** 2019 P&C Air #34 - As resources allow, work with EPA on the implementation of the Greenhouse Gas Reporting Rule. Activities may include: 1) reviewing a list of NH facilities that may be subject to reportin rule but did not report; 2) answering and/or directing questions from facilities on the rule.**Start:** 10/1/2019**End:** 9/30/2020**Qty:** 1 Outreach Activities**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00

Program: MOBILE SOURCES UNIT

Description: The Mobile Sources Unit is responsible for policy planning related to mobile sources (e.g., vehicles, equipment, fuels) and area sources (e.g., small business, populated based emissions) of air pollution, maintenance of the State's criteria air pollutant emissions inventory for mobile and area sources, issues related to new vehicle and fuel standards, state level vehicle emissions and inspection programs, transportation conformity, outreach relative to mobile and area sources, and technical and policy support for studies related to fuels, fuel components (i.e., MTBE), vehicles, and mobile and recreational equipment.

Start: 10/1/2001**End:****Activity:** Conformity determinations

Description: P&C #4 Process conformity determinations for CO maintenance areas with Limited Maintenance Plans in place (OTAQ 03a)

Start: 10/1/2014**End:****Lead Person:** STRACHAN, ELIZABETH**Deliverable:** 31119 - Conformity (STRACHAN, ELIZABETH)

Description: 2020 P&C Air #4 - Process conformity determinations for ozone maintenance areas for 1997 NAAQS, and CO maintenance areas with Limited Maintenance Plans in place.

Start: 10/1/2019**End:** 9/30/2020**Qty:** 1 Programs**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Activity:** Diesel Emission Reduction Programs

Description: Manage state diesel emission reduction programs, including state grant DERA programs, federal stimulus DERA, and other diesel related projects including the Northeast Diesel Collaborative.

Start: 10/1/2009**End:****Lead Person:** WILCOX, JESSICA**Deliverable:** 31120 - Implement DERA Program (WILCOX, JESSICA)

Description: Reduce emissions via DERA projects and ensure compliance with all grant requirements, including federal and state reporting. Output is number of reports submitted to EPA.

Start: 10/1/2019**End:** 9/30/2020**Qty:** 1 Reports, Final**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Deliverable:** 31123 - Northeast Diesel Collaborative (STRACHAN, ELIZABETH)

Description: Participate in efforts of the Northeast Diesel Collaborative Steering Committee calls

Start: 10/1/2019**End:** 9/30/2020**Qty:** 12 Conference Calls**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Activity:** Granite State Clean Cities Coalition

Description: Serve as coordinator of the Granite State Clean Cities Coalition and ensure continuation of the program in New Hampshire.

Start: 10/22/2002**End:****Lead Person:** WILCOX, JESSICA**Deliverable:** 32006 - Complete a program operating plan and/or project management plan (WILCOX, JESSICA)

Description: Complete and submit a 12 months operating plan and/or project management plan.

Start: 10/1/2019**End:** 9/30/2020**Qty:** 1 Reports, Final**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Deliverable:** 33179 - Complete Alt fuel price reports (WILCOX, JESSICA)

Description: Complete and submit price reports quarterly.

Start: 10/1/2019**End:** 9/30/2020**Qty:** 4 Reports, Final**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Deliverable:** 32007 - Complete alt fuel station research as per item 2.3 in DOE contract (WILCOX, JESSICA)

Description:		Research stations provided by NREL and/or submit new station data for addition to the AFDC Station Locator					
Start: 10/1/2019	End: 9/30/2020	Qty: 4 Assignments	Auto Calc:	<input checked="" type="checkbox"/>	Completed:	<input type="checkbox"/>	% Complete: 0.00
Deliverable: 32005 - Submit annual report to US DOE (WILCOX, JESSICA)							
Description:		Submit annual fleet report on petroleum reduction to US DOE					
Start: 10/1/2019	End: 9/30/2020	Qty: 1 Reports, Final	Auto Calc:	<input checked="" type="checkbox"/>	Completed:	<input type="checkbox"/>	% Complete: 0.00
Activity: Implement On Board Diagnostics Inspection Program							
Description:		Work with Department of Safety to implement statewide program to incorporate a check of the OBD system on 1996 and newer vehicles into the annual Enhanced Safety Inspection. Program includes training of inspection stations and vehicle inspectors, statewide enforcement efforts, education and outreach, and annual reporting of program statistics to EPA					
Start: 10/1/2002	End:	Lead Person: WHITE, TIMOTHY					
Deliverable: 31993 - Complete and submit annual I/M reports to EPA. (OTAQ 06) (STRACHAN, ELIZABETH)							
Description:		2020 P&C List (Item Air #3) Complete and submit the annual I/M report for calendar year 2019 to EPA by July 2020 (FY18-19 DRAFT OAR NPM Guidance: Mobile Source Programs, 2.8.1, #5)					
Start: 10/1/2019	End: 9/30/2020	Qty: 1 Reports, Final	Auto Calc:	<input checked="" type="checkbox"/>	Completed:	<input type="checkbox"/>	% Complete: 0.00
Activity: Regional Collaboration							
Description:		Monthly/quarterly meeting with regional mobile source and air quality groups, i.e., NEDC, NESCAUM, OTC, TCI					
Start: 10/1/2012	End:	Lead Person: WHITE, TIMOTHY					
Deliverable: 31886 - Attendance at monthly IAC meetings (WHITE, TIMOTHY)							
Description:		Participation by DES Mobile Sources staff at monthly meetings of the NHDOT Interagency teleconferences					
Start: 10/1/2019	End: 9/30/2020	Qty: 0.50 Meetings	Auto Calc:	<input checked="" type="checkbox"/>	Completed:	<input type="checkbox"/>	% Complete: 0.00

Division / Bureau: OFFICE OF THE COMMISSIONER - ADMINISTRATIVE SERVICES**Program:** ADMINISTRATIVE SERVICES**Description:** General Catchall Program to house Form B Metrics**Start:** 7/1/2017**End:****Activity:** Administrative Services Form B Metrics**Description:****Start:** 7/1/2017**End:****Lead Person:** BOONE, KIMBERLY**Deliverable:** 32491 - Financial Reports and Invoices Processed (BOONE, KIMBERLY)**Description:** Need to define "FFR" Note: Only a placeholder - Kim/Susan need to groundtruth and update quantity figure. Total guess placeholder added by V. Perelli 9/18/17**Start:** 7/1/2019**End:** 6/30/2021**Qty:** 1000 Transactions**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Deliverable:** 32492 - Financial Transactions Processed (BOONE, KIMBERLY)**Description:** Note: Only a placeholder - Kim/Susan need to groundtruth and update quantity figure. Total guess placeholder added by V. Perelli 9/18/17**Start:** 7/1/2019**End:** 6/30/2021**Qty:** 1000 Transactions**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Deliverable:** 32493 - Vehicles Maintained (BOONE, KIMBERLY)**Description:** Note: Only a placeholder - Kim/Susan need to groundtruth and update quantity figure. Total guess placeholder added by V. Perelli 9/18/17**Start:** 7/1/2019**End:** 6/30/2021**Qty:** 100 Vehicles**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00

Program: DIGITAL HYDROGRAPHY**Description:** Development of digital data sets and GIS applications to support watershed analyses and hydrologic/hydraulic (H&H) studies**Start:** 10/1/2000**End:****Activity:** GIS applications development**Description:** Promote development of innovative GIS applications that utilize digital watershed boundaries and/or directional hydrographic network data**Start:** 10/1/2000**End:****Lead Person:** BARKER, GREGORY**Deliverable:** 32511 - NHD event discovery tool (BARKER, GREGORY)**Description:** Develop an ArcGIS Server application to enable virtual navigation of the centerline network and selective identification of hydrologic features of interest**Start:** 10/1/2019**End:** 9/30/2020**Qty:** 1 Applications, GIS**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Activity:** Quality control**Description:** Ensure accuracy and vertical integration of digital watershed boundaries and the statewide directional centerline hydrographic network (NH Hydrography Dataset)**Start:** 10/1/1989**End:****Lead Person:** BARKER, GREGORY**Deliverable:** 32752 - NH Hydrography Dataset (NHD) stewardship (KEELEY, JOSHUA)**Description:** Maintenance of NHD network hydrography, representing 16 HUC8 watersheds, and oversight/standardization of network event creation**Start:** 10/1/2019**End:** 9/30/2020**Qty:** 2 Data Sets**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00

Program: FLOOD HAZARDS PROGRAM

Description: Management of NH interagency flood management team, and conductance of fluvial geomorphology activities in support of multiple state agencies, with a goal of flood risk reduction.

Start: 10/1/2008**End:****Activity:** Administers NH interagency flood management team (Silver Jackets)

Description: Administers the multi-federal and state NH interagency flood management team, including coordination of post-flood event response, and pre-flood mitigation.

Start: 5/1/2014**End:****Lead Person:** CSIKI, SHANE**Deliverable:** 32292 - Administration of New Hampshire Silver Jackets (CSIKI, SHANE)

Description: Administration of New Hampshire Silver Jackets, including coordination of all activities and conductance of four (4) quarterly meetings. One of these meetings, in February, will now be responsible for discussing and producing an annual Spring Report of State Hydrology and Watershed Conditions, compiled by multiple state and federal partners and requested by agency Senior Leadership.

Start: 10/1/2019**End:** 9/30/2020**Qty:** 4 Meetings**Auto Calc:** ☐**Completed:** ☐**% Complete:** 0.00**Deliverable:** 32294 - Outreach to towns for pursuing Silver Jackets projects (CSIKI, SHANE)

Description: In collaboration with NH HSEM, provide outreach to 234 towns in New Hampshire regarding the Silver Jackets and the technical services, through USACE collaborative projects, that can be provided to towns in their pursuit of completion of local hazard mitigation plan items.

Start: 10/1/2019**End:** 9/30/2020**Qty:** 234 Towns**Auto Calc:** ☐**Completed:** ☐**% Complete:** 0.00**Activity:** Administers state stream crossing steering team

Description: Provides administration of the state stream crossing steering team, a 4-agency partnership (DES, DOT, F & G, HSEM) that guides the conductance of stream crossing assessments in New Hampshire.

Start: 1/1/2016**End:****Lead Person:** CSIKI, SHANE**Deliverable:** 32295 - Coordinates meetings of the state stream crossing steering team (CSIKI, SHANE)

Description: Leads multi-agency collaboration for the state stream crossing initiative

Start: 10/1/2019**End:** 9/30/2020**Qty:** 4 Meetings**Auto Calc:** ☐**Completed:** ☐**% Complete:** 75.00**Activity:** Development and execution of New Hampshire stream crossing assessments and tasks

Description: Maintain New Hampshire stream crossing assessment protocol.

Start: 1/1/2011**End:****Lead Person:** CSIKI, SHANE**Deliverable:** 32303 - Culvert Hydraulic Modeling (HACKER, KYLE)

Description: Continue to perform hydraulic modeling of culvert failures to identify downstream transportation and building infrastructure that could be at risk from such failures. This effort will focus on modeling for culverts in New Hampshire, deemed to be at greatest risk for failure, using the screening hydraulic modeling workflow currently being developed by NHGS. Model outputs will be made available to units within NHDES and NH HSEM for use in emergency operations, and staff will be available to provide technical assistance on use of the data in the identification of critical infrastructure identified as at-risk through the model output.

Start: 10/1/2019	End: 9/30/2020	Qty: 900 Units	Auto Calc:	<input type="checkbox"/>	Completed:	<input type="checkbox"/>	% Complete: 0.00
Deliverable: 32304 - Data management and technical expertise support (HACKER, KYLE)							
Description:		Provision of data management and technical expertise support to all state agencies and organizations (inclusive of NHDES, NH HSEM, NHDOT, Fish & Game, and UNH-T2) involved with the collection of stream crossing data in New Hampshire.					
Start: 10/1/2019	End: 9/30/2020	Qty: 1400 Units	Auto Calc:	<input type="checkbox"/>	Completed:	<input type="checkbox"/>	% Complete: 25.00
Deliverable: 32305 - Quality control review of collected stream crossing data (CSIKI, SHANE)							
Description:		Perform all quality control assurance review of collected data					
Start: 10/1/2019	End: 9/30/2020	Qty: 1400 Units	Auto Calc:	<input type="checkbox"/>	Completed:	<input type="checkbox"/>	% Complete: 0.00
Deliverable: 32306 - Stream crossing ranking output (CSIKI, SHANE)							
Description:		Provision of stream crossing assessment geomorphic and AOP scores to statewide agencies and local partners. 990 crossings were scored during the reporting period.					
Start: 10/1/2019	End: 9/30/2020	Qty: 900 Units	Auto Calc:	<input type="checkbox"/>	Completed:	<input type="checkbox"/>	% Complete: 25.00
Deliverable: 32296 - Training of stream crossing data collectors (HACKER, KYLE)							
Description:		Provides training of DES staff, regional planning commission staff and contractors on the proper conductance of stream crossing data collection at the department training site in Franklin, and through a daylong classroom training session held at DES, preceding the field trainings.					
Start: 10/1/2019	End: 9/30/2020	Qty: 5 Training Sessions	Auto Calc:	<input type="checkbox"/>	Completed:	<input type="checkbox"/>	% Complete: 0.00
Activity: Public outreach							
Description:		Communicates with designated river local advisory committees, local watershed groups and other non-governmental organizations, state and federal agencies, and the private sector to promote the practical application of fluvial geomorphic concepts and principles.					
Start: 7/1/2012	End:	Lead Person: CSIKI, SHANE					
Deliverable: 32496 - Flume presentations (HACKER, KYLE)							
Description:		Provide presentations to the public of the department river process modeling simulator to demonstrate river processes and their connection to undertaking river projects that account for river processes and reduce future hazards.					
Start: 10/1/2019	End: 10/30/2020	Qty: 3 Presentations	Auto Calc:	<input type="checkbox"/>	Completed:	<input type="checkbox"/>	% Complete: 0.00
Activity: Technical support to DES units, state agencies, RPCs and towns							
Description:		Technical review of proposals for stream restoration projects to insure fluvial geomorphic processes are adequately considered in assessing the long-term sustainability of project benefits, in addition to providing a science advisor role to DES staff on projects and studies as requested and needed					
Start: 5/15/2009	End:	Lead Person: CSIKI, SHANE					
Deliverable: 32297 - Hazard Mitigation Geodatabase (CSIKI, SHANE)							
Description:		Continue maintenance of the statewide Flood Hazards Geodatabase, which is a central reporting location of flood event data reported by municipalities via their local hazard mitigation plans, or WebEOC; or via National Weather Service Local Storm Reports. There are approximately 3289 individual records (units) of identified local flood hazard areas in New Hampshire, and these represent data polygons to actively maintain.					
Start: 10/1/2019	End: 9/30/2020	Qty: 3289 Units	Auto Calc:	<input type="checkbox"/>	Completed:	<input type="checkbox"/>	% Complete: 0.00
Deliverable: 32300 - Technical support to state agency units, both within and outside NHDES (CSIKI, SHANE)							

Description:	Provide technical support, as needed, to state agencies to ensure that sound science and technical accuracy are incorporated into state efforts to address flood-based hazard preparedness policies and to provide the technical support needed to implement such policies.				
Start: 10/1/2019	End: 9/30/2020	Qty: 10 Assistances Provided	Auto Calc: <input type="text"/>	Completed: <input type="text"/>	% Complete: 10.00

Program: GEOLOGIC MAPPING PROGRAM**Description:** Partnership with the USGS National Cooperative Geologic Mapping Program to map surficial and bedrock geology in New Hampshire**Start:** 7/1/1984**End:****Activity:** 1:24000-scale quadrangle mapping**Description:** Production of completed geologic maps, surficial and/or bedrock**Start:** 7/1/1984**End:****Lead Person:** CHORMANN, JR., FREDERICK**Deliverable:** 32167 - Mapping workshops (CHORMANN, JR., FREDERICK)**Description:** Conduct workshops designed to share information of general interest to the contract mappers and other program staff**Start:** 10/1/2019**End:** 9/30/2020**Qty:** 1 Meetings**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Deliverable:** 32168 - STATEMAP Geologic Mapping (CHORMANN, JR., FREDERICK)**Description:** Open-file status surficial geologic maps of the Lowell 1:100,000-scale sheet and the Mt. Carrigain, southern half of the Tamworth, and southern half of the Berlin 1:24000 scale quadrangles; open-file status bedrock geologic maps for the southern half of the Berlin, southern half of the North Grantham, and the Pittsburg 1:24000 scale quadrangles**Start:** 10/1/2019**End:** 9/30/2020**Qty:** 7 Maps**Auto Calc:** ☒**Completed:** ☐**% Complete:** 3.57**Activity:** Digital data access**Description:** Expand access to site-specific data on stratigraphy and other subsurface characteristics. NOTE: SUSPENDED DUE TO LOSS OF GENERAL FUND STAFF AS OF 07/01/2011 AND LACK OF ALTERNATIVE SOURCES OF SUPPORT.**Start:** 10/1/2002**End:****Lead Person:** CHORMANN, JR., FREDERICK**Activity:** Map catalog**Description:** Maintain a current bibliography of NH geologic maps and related references**Start:** 10/1/2001**End:****Lead Person:** BARKER, GREGORY

Program: GROUNDWATER LEVEL MEASUREMENT NETWORK**Description:** Monitoring of water levels in a statewide network of observation wells to assess current and historical hydrologic conditions**Start:** 10/1/1995**End:****Activity:** Monitoring**Description:** Monitor groundwater levels under ambient hydroclimatic conditions in a statewide network of observation wells**Start:** 10/1/1999**End:****Lead Person:** BARKER, GREGORY**Deliverable:** 32509 - Hourly measurements (BARKER, GREGORY)**Description:** Groundwater level data loggers have been installed and maintained in 18 monitoring wells. These data are downloaded monthly, databased and analyzed.**Start:** 10/1/2019**End:** 9/30/2020**Qty:** 157680 Measurements**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Deliverable:** 32510 - Monthly measurements (some by Volunteers) (BARKER, GREGORY)**Description:** Measure water levels in 20 of 28 network wells on a monthly basis, as well as 10 additional bedrock wells in the expanded network, resulting in 360 individual measurements annually**Start:** 10/1/2019**End:** 9/30/2020**Qty:** 360 Measurements**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Activity:** Well network maintenance and expansion**Description:** Maintain integrity of monitoring wells and expand the network to be more representative of hydrogeologic settings and to improve resolution of monitoring data. NOTE: SUSPENDED DUE TO LOSS OF GENERAL FUND STAFF AS OF 07/01/2011; OTHER SOURCES OF SUPPORT ARE ACTIVELY BEING SOUGHT AS A DELIVERABLE**Start:** 10/1/2008**End:****Lead Person:** CHORMANN, JR., FREDERICK**Deliverable:** 32175 - Identify and acquire resources to support well maintenance (CHORMANN, JR., FREDERICK)**Description:** Submit proposal for external funding to enable performance of periodic maintenance of network wells**Start:** 10/1/2019**End:** 9/30/2020**Qty:** 1 Proposals**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00

Program: PUBLICATIONS, OUTREACH, AND EDUCATION

Description: Public education pertaining to the state's geology and mineral and water resources

Start: 7/1/1949 **End:**

Activity: Outreach				
Description: Promote, organize, and capitalize on educational opportunities to increase public understanding of the state's geology				
Start: 7/1/1949	End:	Lead Person: TMP1579 - (PT) PROGRAM PLANNER I		
Deliverable: 32171 - Educational Outreach (CHORMANN, JR., FREDERICK)				
Description: Provide public presentations including lunch time lectures, as well as presentations given to schools, civic groups, college classes,etc.				
Start: 10/1/2019	End: 9/30/2020	Qty: 3 Presentations	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/> % Complete: 0.00

Program: WATER WELL INVENTORY

Description: Compilation of well construction information and georeferencing of well locations. NOTE: SUSPENDED DUE TO LOSS OF GENERAL FUND STAFF AS OF 07/01/2011.

Start: 7/1/1984 **End:**

Activity: Database maintenance				
Description: Maintain currency and reliablilty of well construction information reported by water well contractors and respond to requests for well data				
Start: 7/1/1984	End:	Lead Person: CHORMANN, JR., FREDERICK		
Deliverable: 32173 - Georeference well locations (CHORMANN, JR., FREDERICK)				
Description: Utilize any available opportunities and resources to assign geographic coordinates to well locations using the GIS desktop method				
Start: 10/1/2019	End: 9/30/2020	Qty: 300 Wells	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/> % Complete: 0.00
Deliverable: 32174 - Minimize backlog in data entry for well completion reports (CHORMANN, JR., FREDERICK)				
Description: Utilize any available opportunities and resources to complete data entry for well completion reports that comprise the backlog which has resulted from the elimination of dedicated staff in 2011				
Start: 10/1/2019	End: 9/30/2020	Qty: 1000 Wells	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/> % Complete: 0.00

Program: COUNCIL SUPPORT

Description:

Start: 7/1/2017 **End:**

Activity: Docket Appeals				
Description:				
Start: 7/1/2017	End:	Lead Person: SCOTT, PAULA		
Deliverable: 32506 - Percentage of Appeals Docketed Within Established Time Limits (SCOTT, PAULA)				
Description: Form B Metric				
Start: 7/1/2019	End: 6/30/2020	Qty: 100 Percent	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/> % Complete: 0.00

Program: ENFORCEMENT

Description:

Start: 7/1/2017 **End:**

Activity: Formal Enforcement Actions				
Description:				
Start: 7/1/2017	End:	Lead Person: BARNSELEY, KERRY		
Deliverable: 32507 - Percentage of Enforcement Actions Overturned on Appeal (BARNSELEY, KERRY)				
Description: Form B Metric				
Start: 7/1/2019	End: 6/30/2020	Qty: 15 Percent	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/> % Complete: 0.00

Program: RULEMAKING

Description:

Start: 7/1/2017 **End:**

Activity: Re-Adopt Existing Rules				
Description:				
Start: 7/1/2017	End:	Lead Person: HAMEL, GRETCHEN		
Deliverable: 32508 - Percent of DES Programs Remaining in Effect as Intended by the Legislature (HAMEL, GRETCHEN)				
Description: Form B Metric				
Start: 7/1/2019	End: 6/30/2020	Qty: 100 Percent	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/> % Complete: 0.00

Program: HOUSEHOLD HAZARDOUS WASTE PROGRAM

Description: The Household Hazardous Waste Program provides municipalities with grant funding for HHW waste collection events and has initiated the promotion of source reduction by consumers and more efficient management of HHW and Universal Wastes by municipalities. A component of the program is research into making more readily available permanent options for safe disposal of household hazardous waste. Statutory and regulatory revisions underway at this point are aimed at making the process of collection more convenient, cost-effective and efficient.

Start: 10/1/1999**End:****Activity:** Data Management

Description: Compile waste management information to allow for informed decisionmaking in program operations.

Start: 10/1/2001**End:****Lead Person:** ROBINSON, JR., DEAN**Deliverable:** 32454 - Continuous Improvements to HHW Grant Process (ROBINSON, JR., DEAN)

Description: Make periodic improvements to various areas within the HHW grant process.

Start: 10/1/2019**End:** 9/30/2020**Qty:** 1 Improvements**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Deliverable:** 30498 - Meeting to Discuss N Form Options for HHW Application (ROBINSON, JR., DEAN)

Description: END DATE EXTENDED AGAIN FROM 9/30/19; EXTENDED END DATE FROM 9/30/18

Start: 10/1/2017**End:** 9/30/2020**Qty:** 1 Meetings**Auto Calc:** ☒**Completed:** ☒**% Complete:** 0.00**Deliverable:** 32580 - Provide Data to the WMD for the HHW portion of HW Clean-up Fund Rpt. to the Legislature (ROBINSON, JR., DEAN)

Description: Send information as requested to the Waste Management Division to assist in the generation of an annual legislative report.

Start: 10/1/2019**End:** 9/30/2020**Qty:** 1 Reports, Final**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Deliverable:** 32455 - Track total pounds of HHW collected at all events (ROBINSON, JR., DEAN)

Description: Following submission of final collection event documents, track the total number of pounds (units) of HHW collected.

Start: 10/1/2019**End:** 9/30/2020**Qty:** 200000 Pounds of Hazardous Waste**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Deliverable:** 32456 - Update and amend HHW SOP as needed (ROBINSON, JR., DEAN)

Description:

Start: 10/1/2019**End:** 9/30/2020**Qty:** 1 Updates**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Activity:** Grants management

Description: Support Communities in Proper collection/disposal of HHW through financial assistance.

Start: 10/1/2001**End:****Lead Person:** ROBINSON, JR., DEAN**Deliverable:** 32457 - 1. Provide outreach to all NH Towns to inform them about grant availability (ROBINSON, JR., DEAN)

Description: Mail grant announcements and information to the 234 towns, two times per year; update information on Web Page; provide guidance letters and other documents as needed

Start: 10/1/2019**End:** 9/30/2020**Qty:** 234 Notifications**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Deliverable:** 32458 - 2. Process and provide funding for at least 25 grant applications per year. (ROBINSON, JR., DEAN)

Description: Ensure all grants are properly managed within time constraints of application/approval process. Ensure all eligible grant applicants receive at least partial funding with emphasis on permanent facilities and multi-town collection events.

Start: 10/1/2019	End: 9/30/2020	Qty: 25 Applications	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/>	% Complete: 0.00
Deliverable: 32459 - 3. Disburse \$170,000 in grants annually. (ROBINSON, JR., DEAN)					
Description: Provide funding to eligible applicants in the amount of 0.20 cents per capita or 50% of the costs of a household hazardous waste collection.					
Start: 10/1/2019	End: 9/30/2020	Qty: 170000 Dollars	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/>	% Complete: 0.00
Deliverable: 32460 - 4. Provide funding for at least 160 communities per year. (ROBINSON, JR., DEAN)					
Description: Homeowners in at least 200 NH communities should have access to at least one collection event, each year.					
Start: 10/1/2019	End: 9/30/2020	Qty: 160 Communities	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/>	% Complete: 0.00
Activity: Lean / Continuous Improvement					
Description:					
Start: 10/1/2019	End:	Lead Person: ROBINSON, JR., DEAN			
Deliverable: 33053 - Lean Events (ROBINSON, JR., DEAN)					
Description:					
Start: 10/1/2019	End: 9/30/2020	Qty: 2 Events	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/>	% Complete: 0.00
Activity: NHDES Speechcraft Program Support					
Description:					
Start: 10/1/2019	End:	Lead Person: ROBINSON, JR., DEAN			
Deliverable: 33054 - Mentoring/Coordinating (ROBINSON, JR., DEAN)					
Description:					
Start: 10/1/2019	End: 9/30/2020	Qty: 2 Activities	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/>	% Complete: 0.00
Activity: Technical Assistance and Education					
Description: Promote proper management of HHW and Universal Wastes through Education and Training					
Start: 10/1/2001	End:	Lead Person: ROBINSON, JR., DEAN			
Deliverable: 32461 - Attend Municipal and RPC Trainings & Meetings (ROBINSON, JR., DEAN)					
Description: Attend meetings that are focused on managing HHW for municipalities					
Start: 10/1/2019	End: 9/30/2020	Qty: 4 Meetings	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/>	% Complete: 0.00
Deliverable: 32581 - Technical Assistance & Education Activities (ROBINSON, JR., DEAN)					
Description: School presentations, eco-fairs, association meetings, etc...					
Start: 10/1/2019	End: 9/30/2020	Qty: 6 Presentations	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/>	% Complete: 0.00

Program: MERCURY REDUCTION COORDINATION**Description:** Encompasses state and regional mercury reduction activities formerly grouped under "pollution prevention coordination".**Start:** 10/1/1999**End:****Activity:** Interstate Mercury Education and Reduction Clearinghouse**Description:****Start:** 10/1/2001**End:****Lead Person:** ZYCH, MELISSA**Deliverable:** 31866 - IMERC Steering Committee (ZYCH, MELISSA)**Description:** Participate in Steering committee calls**Start:** 10/1/2019**End:** 9/30/2020**Qty:** 4 Conference Calls**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Deliverable:** 31864 - Mercury Product Notification and Phase-out Committees (ZYCH, MELISSA)**Description:** Participate in conference calls and review notifications as needed.**Start:** 10/1/2019**End:** 9/30/2020**Qty:** 6 Activities**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Deliverable:** 31865 - Other IMERC Committee Participation (ZYCH, MELISSA)**Description:** Participate in "ad-hoc" committees such as education, budget, etc. on and as-needed basis**Start:** 10/1/2019**End:** 9/30/2020**Qty:** 4 Activities**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Activity:** Miscellaneous Mercury Reduction Activities**Description:** Various mercury activities that don't fit under other categories and / or are temporary in nature.**Start:** 10/1/2008**End:****Lead Person:** ZYCH, MELISSA**Deliverable:** 31867 - Mercury outreach (ZYCH, MELISSA)**Description:** Update mercury webpages, develop outreach materials when necessary.**Start:** 10/1/2019**End:** 9/30/2020**Qty:** 2 Activities**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Deliverable:** 31868 - Participate in "transient" mercury activities as needed (ZYCH, MELISSA)**Description:** Covers national, regional activities etc not covered in other places**Start:** 10/1/2019**End:** 9/30/2020**Qty:** 1 Activities**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Activity:** NH Mercury Reduction Strategy Implementation**Description:****Start:** 10/1/1999**End:****Lead Person:** ZYCH, MELISSA**Deliverable:** 31870 - Develop new programs, policies, regulations, legislation, outreach (ZYCH, MELISSA)**Description:** As needed**Start:** 10/1/2019**End:** 9/30/2020**Qty:** 1 Activities**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Deliverable:** 31871 - Thermostat Recycling (ZYCH, MELISSA)

Description:		Under RSA 149-M:58, manufacturers are required to provide and promote a thermostat recycling program. DES will provide support for the program by providing outreach to thermostat stakeholders as well as by providing outreach to solid waste facilities where thermostat disposal is banned.			
Start: 10/1/2019	End: 9/30/2020	Qty: 2 Activities	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/>	% Complete: 0.00

Program: PLANNING AND INNOVATIONS PROGRAM

Description: This unit was re-organized in January 2006. The previous 2-person Planning Unit in the Office of the Commissioner became the "Planning and Innovations Section" of the Planning, Prevention & Assistance Unit. The PPA Unit currently houses NHPPP, HHW, SBTAP, P2/Mercury Coordination, QA System, Lean, COOP, Planning, etc... These are represented as separate Programs in some instances. Note: The Sustainable Land Use/Innovative Permitting positions have been transferred to a new Project Management Office under the Assistant Commissioner.

Start: 2/19/1999**End:****Activity:** Continuity of Operations Planning**Description:****Start:** 7/1/2006**End:****Lead Person:** PERELLI, VINCENT**Deliverable:** 31753 - Conduct COOP Drills/Exercises (PERELLI, VINCENT)**Description:****Start:** 7/1/2019**End:** 6/30/2020**Qty:** 2 Exercises**Auto Calc:** ☒**Completed:** ☐**% Complete:** 50.00**Deliverable:** 32064 - Convene COOP Team Meetings (PERELLI, VINCENT)

Description: Need to first re-create/re-constitute an NHDES COOP Team. This same team may also serve as the NHDES Emergency Relocation Group should the agency need to activate its COOP. Working with Kent Finemore, COOP Co-Coordinator.

Start: 7/1/2019**End:** 6/30/2020**Qty:** 2 Meetings**Auto Calc:** ☒**Completed:** ☐**% Complete:** 50.00**Deliverable:** 32400 - COOP Presentations (Internal) (PERELLI, VINCENT)**Description:****Start:** 7/1/2019**End:** 6/30/2020**Qty:** 1 Presentations**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Deliverable:** 32401 - Distribution of COOP-Related Communications to DES Staff (PERELLI, VINCENT)**Description:****Start:** 7/1/2019**End:** 6/30/2020**Qty:** 1 Messages**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Deliverable:** 32402 - External COOP Presentations (PERELLI, VINCENT)**Description:****Start:** 7/1/2019**End:** 6/30/2020**Qty:** 1 Presentations**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Deliverable:** 26261 - Finalized draft Joint Incident Response Support Center (JIRSC) SOP (PERELLI, VINCENT)

Description: END DATE EXTENDED AGAIN FROM 6/30/19. END DATE EXTENDED AGAIN FROM 6/30/18. END DATE EXTENDED AGAIN FROM 12/31/17. END DATE EXTENDED AGAIN FROM 6/30/17. END DATE EXTENDED AGAIN FROM 3/31/16. END DATE EXTENDED AGAIN FROM 12/31/15. END DATE EXTENDED FROM 12/31/14. Working with T. Drew on this effort. Very rough draft already exists.

Start: 7/1/2014**End:** 6/30/2020**Qty:** 1 SOPs (Standard Operating Procedures)**Auto Calc:** ☒**Completed:** ☐**% Complete:** 50.00**Deliverable:** 32403 - Meetings of the NH Inter-Agency COOP Coordinators Group (PERELLI, VINCENT)

Description: Vincent Perelli and/or Kent Finemore, NHDES COOP Co-Coordination attend these meetings coordinated by Jennifer Harper of HSEM.

Start: 7/1/2019**End:** 6/30/2020**Qty:** 3 Meetings**Auto Calc:** ☒**Completed:** ☐**% Complete:** 33.33**Deliverable:** 26260 - Purchase Joint Incident Response Support Center "Go Kit" Per After-Action Report (PERELLI, VINCENT)

Description:		END DATE EXTENDED AGAIN FROM 6/30/19. END DATE EXTENDED AGAIN FROM 6/30/18. END DATE EXTENDED AGAIN FROM 3/31/18. END DATE EXTENDED AGAIN FROM 6/30/17. EXTENDED END DATE AGAIN FROM 3/31/16. EXTEND END DATE FROM 12/31/14. Working with Tim Drew on this effort. Need to assess if this is even relevant any longer.			
Start: 7/1/2014	End: 6/30/2020	Qty: 1 Activities	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/>	% Complete: 25.00
Deliverable: 32404 - Renew Swift911 On-line Subscriptions (PERELLI, VINCENT)					
Description:		Note: Need to evaluate HSEMs CodeRed System to see if an eventual switch is appropriate.			
Start: 11/1/2019	End: 12/31/2019	Qty: 1 Subscription Services	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/>	% Complete: 0.00
Deliverable: 32405 - Request COOP Contact and COOP Go-Kit Updates from Bureau/Unit Administrators (PERELLI, VINCENT)					
Description:					
Start: 7/1/2019	End: 6/30/2020	Qty: 2 Updates	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/>	% Complete: 50.00
Deliverable: 32987 - Research the feasibility of shifting from Swift911 to NH Alerts (PERELLI, VINCENT)					
Description:		Swift911 = ~ \$900/year. NH Alerts = "Free" through HSEM			
Start: 10/1/2019	End: 12/31/2019	Qty: 1 Evaluations	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/>	% Complete: 0.00
Activity: Disadvantaged Business Enterprise Coordination					
Description:		As a recipient of EPA financial assistance DES is required to file regular reports with EPA on activities related to minority and women owned businesses.			
Start: 7/1/2004	End:	Lead Person: WASKIN, WENDY			
Deliverable: 33158 - Work with EPA New England and Region I States (WASKIN, WENDY)					
Description:		Participate in regional work group to enhance implementation of the DBE program in New England. Keeping as a placeholder, but due to federal resource constraints, no work may be completed. Will use this to report any general MBE WBE activities			
Start: 10/1/2019	End: 9/30/2020	Qty: 1 Meetings	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input checked="" type="checkbox"/>	% Complete: 100.00
Activity: Environmental and Program Measures					
Description:		To further DES progress on the development and tracking of select outcome and environmental indicator measures. 2010 DES Strategic Plan Goal 4. For further information on Web presence of indicators see Exchange Network Grant FY2012 Activity			
Start: 2/19/1999	End:	Lead Person: WASKIN, WENDY			
Deliverable: 33162 - 2019 Update NHDES Environmental Dashboard Measures (WASKIN, WENDY)					
Description:		Sixteen Indicators. Measures will be updated as the data becomes available. At a minimum, information will be reviewed annually, not all indicators will need to be updated annually.			
Start: 1/1/2020	End: 12/31/2020	Qty: 10 Updates	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/>	% Complete: 0.00
Deliverable: 30591 - 2019 Update NHDES Environmental Dashboard Measures (WASKIN, WENDY)					
Description:		Sixteen Indicators. Measures will be updated as the data becomes available. At a minimum, information will be reviewed annually, not all indicators will need to be updated annually.			
Start: 1/1/2019	End: 12/31/2019	Qty: 10 Updates	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/>	% Complete: 80.00
Deliverable: 33143 - Complete MTRS Work Plan Assessments (PERELLI, VINCENT)					

Description:	To follow on the initial work plan assessment completed at the request of Water Division Direct Thomas O'Donovan				
Start: 10/1/2019	End: 9/30/2020	Qty: 4 Assessments	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/>	% Complete: 25.00
Deliverable: 27759 - Develop Internal Dashboard of Performance Metrics/Outcomes (PERELLI, VINCENT)					
Description:	END DATE EXTENDED AGRAIN FROM 12/31/19. END DATE EXTENDED AGAIN FROM 12/31/18. END DATE EXTENDED AGAIN FROM 12/31/17. END DATE EXTENDED FROM 12/31/16. This work will be informed by the results of the effort to enhance the Environmental Dashboard (Highchart software, data extraction scripts, etc) as well as the Balanced Scorecard work in WRBP, LRMP, and department-wide.				
Start: 1/1/2016	End: 12/31/2020	Qty: 1 Dashboards	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/>	% Complete: 75.00
Deliverable: 33164 - Provide assistance with measures development and tracking (WASKIN, WENDY)					
Description:	Provide assistance to DES staff and participate in internal and external workgroups dealing with environmental indicators and program outcomes. Will track Measures Team Meetings				
Start: 10/1/2019	End: 9/30/2020	Qty: 1 Meetings	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/>	% Complete: 0.00
Activity: Integration of Climate Change Adaptation and Mitigation Practices in Unit Programs					
Description: Tracking the implementation of specific Climate Change Adaptation and Mitigation practices within the Planning, Prevention, and Assistance Unit.					
Start: 1/1/2015	End:	Lead Person: PERELLI, VINCENT			
Deliverable: 32409 - Integration/Implementation of Climate Change Adaptation & Mitigation Actions in the Unit (PERELLI, VINCENT)					
Description:	Need to work with all PPA Unit staff to ensure that there are specific deliverables within their specific programs that address the actions identified through the Department-wide Climate Change Initiative lead by Chris Skoglund of the Technical Services Bureau in ARD.				
Start: 1/1/2020	End: 12/31/2020	Qty: 1 Actions	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/>	% Complete: 0.00
Deliverable: 31251 - Integration/Implementation of Climate Change Adaptation & Mitigation Actions in the Unit (PERELLI, VINCENT)					
Description:	Need to work with all PPA Unit staff to ensure that there are specific deliverables within their specific programs that address the actions identified through the Department-wide Climate Change Initiative lead by Chris Skoglund of the Technical Services Bureau in ARD.				
Start: 1/1/2019	End: 12/31/2019	Qty: 2 Actions	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input checked="" type="checkbox"/>	% Complete: 0.00
Activity: Measures Tracking and Reporting System (MTRS)					
Description:					
Start: 7/1/2001	End:	Lead Person: PERELLI, VINCENT			
Deliverable: 33145 - Conduct an MTRS Database/Management System Improvement Event (PERELLI, VINCENT)					
Description:	After 20+ years, it is well past time to take a hard look at the MTRS Database and all processes and procedures surrounding this now legacy system. Usage is sporadic, we have yet to fully tap the database's full capabilities (i.e., Strategic Plan, Work Plan, Outcomes/Env. Indicators), content is highly variable and not well QA/QC'd (i.e., what constitutes a value-added work plan - content!), guidance is weak, there is no over-arching Policy or requirement to participate in MTRS). In general, it's time to dive in and determine what can be done to improve participation, the quality of the data, and to fully utilize all that the database can do.				
Start: 10/1/2019	End: 9/30/2020	Qty: 1 Events	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/>	% Complete: 0.00
Deliverable: 32410 - Continuous improvements for Measures Tracking and Reporting System Database (PERELLI, VINCENT)					
Description:	V. Perelli is tracking the work of R. Druding, MTRS Programmer. Database modifications/ Improvements based on user feedback and otherwise. NOTE: This includes an additional related task: Modify Outcomes/Env. Indicators Portion of MTRS to Allow for Direct Indicator Updates to the Web-based Environmental Dashboard.				

Start: 10/1/2019	End: 9/30/2020	Qty: 2 Improvements	Auto Calc: X	Completed:	% Complete: 0.00
Deliverable: 32137 - Measures Team Meeting (PERELLI, VINCENT)					
Description: To discuss the role of MTRS and explore what's working, what's not working, and what can be improved not in terms of functionality per se, but in how it is used and perceived by staff and management and how we can better and more fully utilize its powerful functionality as a department-wide management system.					
Start: 10/1/2019	End: 9/30/2020	Qty: 3 Meetings	Auto Calc: X	Completed:	% Complete: 0.00
Deliverable: 32889 - MTRS Database Continuous Improvement Event (PERELLI, VINCENT)					
Description: MTRS has been around since 2000. The system was just updated to a new and improved format. The Measures Coordinators receive many complaints regarding the purpose of MTRS.					
Start: 10/1/2019	End: 9/30/2020	Qty: 1 Events	Auto Calc: X	Completed:	% Complete: 0.00
Deliverable: 32895 - MTRS Database Improvements Implemented (PERELLI, VINCENT)					
Description: Just an estimate as to the number of improvements implemented from the set of recommendations provided by the event.					
Start: 10/1/2019	End: 9/30/2020	Qty: 6 Improvements	Auto Calc: X	Completed:	% Complete: 0.00
Activity: Participation in Regional and National Planning Activities					
Description: 1) ECOS Planning Committee 2) ECOS Partnership and Performance Workgroup (P&P Workgroup) 3) ECOS Region I Strategic Alignment Pilot 4) EPA/State Grants Workgroup					
Start: 10/1/2007	End:	Lead Person: PERELLI, VINCENT			
Deliverable: 33167 - Co-Chair EPA/State Grants Workgroup (WASKIN, WENDY)					
Description: In 2015 Wendy Waskin appointed as co-chair. This work group was formed by members of EPA and invited state staff to improve the effectiveness of the Performance Partnership Grant System and other on-going grants. It is a subarm of the P & P workgroup. Involves Conference calls, some meetings and drafting and review of national policy recommendations, including timeliness of grant awards, and implementing a national reporting template. Entails conference calls and infrequent in person meetings.					
Start: 10/1/2019	End: 9/30/2020	Qty: 8 Meetings	Auto Calc: X	Completed:	% Complete: 0.00
Deliverable: 33166 - ECOS Measures Project (WASKIN, WENDY)					
Description: ECOS Results website. All states, but one are participating. NHDES currently includes five measures.					
Start: 10/1/2019	End: 9/30/2020	Qty: 5 Updates	Auto Calc: X	Completed:	% Complete: 0.00
Deliverable: 33168 - ECOS Planning Leaders and Full Committee Meetings (WASKIN, WENDY)					
Description: Participate in ECOS Planning Committee Leaders and full committee calls					
Start: 10/1/2019	End: 9/30/2020	Qty: 8 Meetings	Auto Calc: X	Completed:	% Complete: 0.00
Deliverable: 33169 - ECOS-EPA P&P Workgroup Meetings (WASKIN, WENDY)					
Description: Includes co-chair and full Partnership and Performance Work Group Meetings.					
Start: 10/1/2019	End: 9/30/2020	Qty: 8 Meetings	Auto Calc: X	Completed:	% Complete: 0.00
Deliverable: 32411 - Participation in New England Regional Priorities Activities (PERELLI, VINCENT)					

Description:		Joint priority setting meetings, joint letters to EPA Administrator or Congressional Delegation, joint comments on EPAs NPM Guidance, joint projects, etc... Does NOT include LEAN/E-Enterprise Activities which are captured under a separate Activity.				
Start: 10/1/2019	End: 9/30/2020	Qty: 2 Meetings	Auto Calc:	<input checked="" type="checkbox"/>	Completed:	<input type="checkbox"/> % Complete: 0.00
Deliverable: 32412 - Partipate in National Priority Activities with EPA (PERELLI, VINCENT)						
Description:		Includes ECOS Committees other than Planning				
Start: 10/1/2019	End: 9/30/2020	Qty: 2 Meetings	Auto Calc:	<input checked="" type="checkbox"/>	Completed:	<input type="checkbox"/> % Complete: 0.00
Activity: Performance Partnership Agreement / DES Work Plan Coordination						
Description:		Coordination of the DES/EPA Performance Partnership Agreement (PPA), the comprehensive workplan information for all of DES.				
Start: 2/19/1999	End:	Lead Person: PERELLI, VINCENT				
Deliverable: 32413 - 2020 DES Work Plan Posted on DES Website (PERELLI, VINCENT)						
Description:						
Start: 10/1/2019	End: 3/31/2020	Qty: 1 Web Site Postings	Auto Calc:	<input checked="" type="checkbox"/>	Completed:	<input type="checkbox"/> % Complete: 0.00
Deliverable: 31267 - Coordinate and Produce Annual End-Of-Year Progress Report for 2019 PPA Work Plan Year (PERELLI, VINCENT)						
Description:		Includes Areas for Collaboration Annual Update and Output Results for the Year.				
Start: 11/1/2019	End: 1/31/2020	Qty: 1 Reports, Final	Auto Calc:	<input checked="" type="checkbox"/>	Completed:	<input type="checkbox"/> % Complete: 0.00
Deliverable: 31268 - Coordinate and Produce End-of-Year FFY 2019 Progress Report via P&C List (PERELLI, VINCENT)						
Description:						
Start: 10/1/2019	End: 1/31/2020	Qty: 1 Reports, Final	Auto Calc:	<input checked="" type="checkbox"/>	Completed:	<input type="checkbox"/> % Complete: 0.00
Deliverable: 32416 - Coordinate Quarterly PPA Work Plan Self-Assessments for FFY 2020 (PERELLI, VINCENT)						
Description:		For FFY 2020 PPA Work Plan Year				
Start: 10/1/2019	End: 9/30/2020	Qty: 1 Self-Assessments	Auto Calc:	<input checked="" type="checkbox"/>	Completed:	<input type="checkbox"/> % Complete: 0.00
Deliverable: 28963 - Develop Written Standard Operating Procedures for Key PPA Processes (PERELLI, VINCENT)						
Description:		END DATE EXTENDED AGAIN FROM 6/30/19. END DATE EXTENDED AGAIN FROM 6/30/18. END DATE EXTENDED FROM 9/30/17. See PPA Unit SOP Inventory at: S:\DES-COMMON\SOPforSOPs\DES-Wide SOP Inventory Initiative\Commissioner's Office SOP Inventory				
Start: 10/1/2016	End: 9/30/2020	Qty: 2 SOPs (Standard Operating Procedures)	Auto Calc:	<input checked="" type="checkbox"/>	Completed:	<input type="checkbox"/> % Complete: 0.00
Deliverable: 32417 - Finalize FFY '20 - '21 Priorities & Commitments List Work Plan Negotiation (PERELLI, VINCENT)						
Description:						
Start: 7/1/2019	End: 12/31/2019	Qty: 1 Workplans	Auto Calc:	<input checked="" type="checkbox"/>	Completed:	<input checked="" type="checkbox"/> % Complete: 100.00
Deliverable: 32418 - Finalize FFY '21 Portion of FFY '20 - '21 Priorities & Commitments List Work Plan Negotiation (PERELLI, VINCENT)						
Description:		This is the FFY '21 Re-Opener Process to document minor modifications to the original 2-year negotiated work plan				
Start: 7/1/2020	End: 12/30/2020	Qty: 1 Workplans	Auto Calc:	<input checked="" type="checkbox"/>	Completed:	<input type="checkbox"/> % Complete: 0.00
Deliverable: 33146 - Post FFY '19-'21 PPA on the website (PERELLI, VINCENT)						
Description:						

Start: 10/1/2019	End: 1/31/2020	Qty: 1 Web Site Postings	Auto Calc: X	Completed:		% Complete: 0.00
Activity: Performance Partnership Grant Coordination						
Description: Coordination and administration of DES's Performance Partnership Grant (PPG), the main federal funding vehicle that supports many of the Department's core environmental programs.						
Start: 2/19/1999	End:	Lead Person: WASKIN, WENDY				
Deliverable: 33170 - Completion and submittal of DBE forms for PPG grants (WASKIN, WENDY)						
Description: Will be filed during the first quarter following the end of the last quarter.						
Start: 10/1/2019	End: 12/31/2019	Qty: 2 Reports, Final	Auto Calc: X	Completed: X		% Complete: 100.00
Deliverable: 33172 - Produce and submit PPG Application and Amendments as necessary (WASKIN, WENDY)						
Description: Reserve for amendments. Will do mid-year check-ins once final targets are received and will develop revised internal budgets to match targets annually.						
Start: 10/1/2019	End: 9/30/2020	Qty: 1 Applications, Grants	Auto Calc: X	Completed:		% Complete: 0.00
Deliverable: 32419 - Review and Sign Annual MBE_WBE Reports for PPG (PERELLI, VINCENT)						
Description: Forms drafted by Wendy Waskin - Reviewed, Signed, and Submitted by Vince Perelli						
Start: 10/1/2019	End: 9/30/2020	Qty: 2 Reports, Final	Auto Calc: X	Completed:		% Complete: 0.00
Deliverable: 33173 - Review Expenses and Update tracking spreadsheet. (WASKIN, WENDY)						
Description: Quarterly or more frequent review of exenses. The p:\drive has not been an accurate way of tracking the PPG budget and expenses for some time. Will continue to review expense reports and compare to operating budget.						
Start: 10/1/2019	End: 9/30/2020	Qty: 6 Updates	Auto Calc: X	Completed:		% Complete: 0.00
Deliverable: 32420 - Review PPG Grant Applications and Amendments (PERELLI, VINCENT)						
Description: Note: This applications and amendments are drafted by Wendy Waskin. Vince Perelli reviews and approves.						
Start: 10/1/2019	End: 9/30/2020	Qty: 2 Approvals	Auto Calc: X	Completed:		% Complete: 0.00
Activity: PPA Unit / Planning & Innovations Section Administration						
Description: Tasks associated with administration of the Commissioner's Office Planning Unit						
Start: 2/19/1999	End:	Lead Person: PERELLI, VINCENT				
Deliverable: 30476 - 5S V. Perelli Work Space (PERELLI, VINCENT)						
Description: END DATE EXTENDED AGAIN FROM 1/31/19. END DATE EXTENDED AGAIN FROM 12/31/18. END DATE EXTENDED FROM 3/31/18.						
Start: 1/1/2018	End: 1/31/2020	Qty: 1 Assessments	Auto Calc: X	Completed:		% Complete: 75.00
Deliverable: 31254 - Complete Annual Performance Evaluation for Sara Johnson (PERELLI, VINCENT)						
Description:						
Start: 7/1/2019	End: 12/31/2019	Qty: 1 Performance Evaluations	Auto Calc: X	Completed: X		% Complete: 100.00
Deliverable: 31255 - Complete Annual Performance Evaluation for Daniel Hrobak (PERELLI, VINCENT)						
Description:						
Start: 1/1/2020	End: 1/31/2020	Qty: 1 Performance Evaluations	Auto Calc: X	Completed: X		% Complete: 0.00

Deliverable: 31256 - Complete Annual Performance Evaluation for Laura Martel (PERELLI, VINCENT)**Description:****Start:** 2/1/2020 **End:** 2/29/2020 **Qty:** 1 Performance Evaluations **Auto Calc:** ☒ **Completed:** ☐ **% Complete:** 0.00**Deliverable:** 31257 - Complete Annual Performance Evaluation for Melissa Zych (PERELLI, VINCENT)**Description:****Start:** 2/1/2020 **End:** 2/29/2020 **Qty:** 1 Performance Evaluations **Auto Calc:** ☒ **Completed:** ☐ **% Complete:** 0.00**Deliverable:** 33147 - Complete Re-Classification Request for Vacant CEV Position (PERELLI, VINCENT)**Description:****Start:** 12/1/2019 **End:** 2/29/2020 **Qty:** 1 Reclassifications **Auto Calc:** ☒ **Completed:** ☐ **% Complete:** 0.00**Deliverable:** 32422 - Development of Written Standard Operating Procedures for Critical Processes (PERELLI, VINCENT)**Description:** END DATE EXTENDED FROM 3/31/17. See the SOP Inventory for the PPA Unit located at: S:\DES-COMMON\SOPforSOPs\DES-Wide SOP Inventory Initiative \Commissioners Office SOP Inventory**Start:** 7/1/2019 **End:** 6/30/2020 **Qty:** 2 SOPs (Standard Operating Procedures) **Auto Calc:** ☒ **Completed:** ☐ **% Complete:** 0.00**Deliverable:** 30594 - Direct PPA Unit Staff to Complete Document Retention Policies/Decisions (PERELLI, VINCENT)**Description:** END DATE EXTENDED AGAIN FROM 6/30/19. END DATE EXTENDED FROM 12/31/18. This is envisioned as a single Unit-wide Policy under which each of the major programs will articulate their individual document retention sub-policies. Final format to be determined.**Start:** 7/1/2018 **End:** 12/31/2019 **Qty:** 1 Requests **Auto Calc:** ☒ **Completed:** ☐ **% Complete:** 75.00**Deliverable:** 31259 - Implement Non-Computer Equipment-related Aspects of the 2018 PPA Unit Strategic IT Plan (PERELLI, VINCENT)**Description:** EXTEND END DATE FROM 6/30/19**Start:** 7/1/2018 **End:** 6/30/2020 **Qty:** 3 Actions **Auto Calc:** ☒ **Completed:** ☐ **% Complete:** 0.00**Deliverable:** 31261 - Order new replacement computers for PPA/PMI Unit staff for SFY '20 (PERELLI, VINCENT)**Description:** END DATE EXTENDED FROM 12/31/19 DUE TO DELAYS CAUSED BY THE CONTINUING RESOLUTION. For C. Nelson (Laptop, Dock, Monitor); M. Zych (Laptop, Dock); S. Johnson (Laptop, Dock, Monitor);**Start:** 7/1/2019 **End:** 4/30/2020 **Qty:** 8 Equipment **Auto Calc:** ☒ **Completed:** ☐ **% Complete:** 3.12**Deliverable:** 31262 - Order new replacement computers for PPA/PMI Unit staff for SFY '21 (PERELLI, VINCENT)**Description:** For L. Martel (Monitor); H. Mclean (2 Monitors, Laptop, Dock); Vacant NHPPP Mgr. (Laptop, Dock)**Start:** 7/1/2020 **End:** 12/31/2020 **Qty:** 7 Equipment **Auto Calc:** ☒ **Completed:** ☐ **% Complete:** 0.00**Deliverable:** 32431 - PPA Unit Staff Meetings (PERELLI, VINCENT)**Description:** Roughly Quarterly**Start:** 7/1/2019 **End:** 6/30/2020 **Qty:** 4 Meetings **Auto Calc:** ☒ **Completed:** ☐ **% Complete:** 25.00**Activity:** Public Participation Coordination (Internal and External) / Public Service**Description:** Putting into place internal and external mechanisms to ensure that all stakeholders are fully involved in all levels of DES decision-making. Includes responding to information requests.**Start:** 2/19/1999 **End:** **Lead Person:** PERELLI, VINCENT

Deliverable: 32432 - Assist with Presentations/Special Requests/Special Projects/Public Inquiries (PERELLI, VINCENT)					
Description:		Note: I'm tracking things more closely in Outlook and needed to bump up the quantity to reflect the true number of inquiries I receive.			
Start: 7/1/2019	End: 6/30/2020	Qty: 40 Actions	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/>	% Complete: 42.50
Deliverable: 31274 - Number of Bicycle Reservations Associated with the DES Bicycle Share Program - 2019 (PERELLI, VINCENT)					
Description:		2019 Biking Season			
Start: 5/1/2019	End: 11/30/2019	Qty: 10 Reservations	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input checked="" type="checkbox"/>	% Complete: 20.00
Deliverable: 32433 - Number of Bicycle Reservations Associated with the DES Bicycle Share Program - 2020 (PERELLI, VINCENT)					
Description:		2020Biking Season			
Start: 5/1/2020	End: 11/30/2020	Qty: 5 Reservations	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/>	% Complete: 0.00
Deliverable: 32434 - Participation in DES Green Team Meetings (PERELLI, VINCENT)					
Description:		The DES Green Team is the environmental "conscience" of DES and focuses of staff education and outreach to help DES reduce its environmental impact through recycling, environmentally-preferable purchasing habits, composting, energy and water conservations, etc...			
Start: 7/1/2019	End: 6/30/2020	Qty: 2 Meetings	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input checked="" type="checkbox"/>	% Complete: 100.00
Deliverable: 32435 - Provide Detailed Logistical Support for NHDES Annual Awards Ceremony Logistics (PERELLI, VINCENT)					
Description:		With T. Drew and rest of Annual Awards Program Planning Team (plus R&R Team)			
Start: 7/1/2019	End: 12/31/2019	Qty: 1 Programs	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input checked="" type="checkbox"/>	% Complete: 100.00
Deliverable: 32436 - Staff suggestions submitted to the DES Suggestion Box & Statewide Suggestion Box (PERELLI, VINCENT)					
Description:					
Start: 7/1/2019	End: 6/30/2020	Qty: 30 Entries	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/>	% Complete: 53.33
Activity: SOP Management					
Description:		Handling Department-wide SOPs and administering the Department-wide SOP inventory. With Vince Perelli.			
Start: 10/1/2018	End: 9/30/2020	Lead Person: 12080 - CIVIL ENGINEER V			
Deliverable: 32177 - New Policy / procedure and other related documents (UNASSIGNED)					
Description:		Update the SOP for SOPs, SOP policy and create guidelines			
Start: 10/1/2019	End: 9/30/2020	Qty: 1 Documents	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/>	% Complete: 0.00
Deliverable: 32178 - Track Monthly progress on SOP Inventory Initiative (i.e. compliance) (UNASSIGNED)					
Description:		See \\granite\shared\DES\CO-PPA\Planning-and-Innovations\SOPs\Project_Scheduling_and_Monitoring.xlsx and S:\CO-PPA\Planning-and-Innovations\SOPs\SOP Monthly Status Work Instruction.docx			
Start: 10/1/2019	End: 9/30/2020	Qty: 12 Updates	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/>	% Complete: 0.00
Activity: Strategic Planning Coordination					
Description:		Assisting the DES Senior Leadership Team with strategic planning related activities.			
Start: 2/19/1999	End:	Lead Person: PERELLI, VINCENT			
Deliverable: 31306 - Communicate 2018 DES Employee Survey Results to Staff (UNASSIGNED)					

Description:						
Start: 10/1/2018	End: 9/30/2020	Qty: 4 Communications	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/>	% Complete: 25.00	
Deliverable: 32437 - Complete Futurecast/Environmental Scan for 2020-2025 NHDES Strategic Plan (PERELLI, VINCENT)						
Description:						
Start: 7/1/2019	End: 6/30/2020	Qty: 1 Strategies	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/>	% Complete: 25.00	
Deliverable: 30348 - Convene Strategic Planning Teams to Begin Drafting Updated Strategic Plan (PERELLI, VINCENT)						
Description: EXTENDED END DATE FROM 9/30/18						
Start: 5/1/2018	End: 6/30/2020	Qty: 1 Workgroups	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/>	% Complete: 0.00	
Deliverable: 21760 - Create New Strategic Implementation Teams (PERELLI, VINCENT)						
Description: EXTENDED END DATE AGAIN FROM 6/30/18. EXTENDED AGAIN FROM 6/30/17. EXTENDED AGAIN FROM 3/31/16. EXTENDED END DATE AGAIN FROM 3/31/15. EXTENDED AGAIN FROM 06/30/14. EXTENDED AGAIN FROM 12/31/12. EXTENDED FROM 6/30/12 AND AGAIN FROM 12/31/12. To Follow SLT Approval of Strategic Communications/Implementation Framework						
Start: 7/1/2011	End: 6/30/2020	Qty: 6 Committees	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input checked="" type="checkbox"/>	% Complete: 58.33	
Deliverable: 30346 - Create Shell/Structure for 2020-2025 NHDES Strategic Plan (PERELLI, VINCENT)						
Description: EXTENDED END DATAE AGAIN FROM 1/31/19. EXTENDED END DATE FROM 3/31/18.						
Start: 10/1/2018	End: 12/31/2019	Qty: 1 Formats	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input checked="" type="checkbox"/>	% Complete: 100.00	
Deliverable: 33149 - Implement the selected 6 Employee Survey recommendations (of the larger list of 13) (PERELLI, VINCENT)						
Description:						
Start: 7/1/2019	End: 6/30/2020	Qty: 6 Recommendations/Suggestions	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/>	% Complete: 66.67	
Deliverable: 32438 - Lock in Final Goal Structure/Format for 2020-2025 NHDES Strategic Plan (PERELLI, VINCENT)						
Description:						
Start: 10/1/2019	End: 6/30/2020	Qty: 1 Formats	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/>	% Complete: 0.00	
Deliverable: 33100 - Provide Strategic Planning Assistance to Other Bureas/Units (PERELLI, VINCENT)						
Description: Per the Commissioners Request, the PPA Unit has been tasked with assisting Watershed Management, LRMP, the Water Division, and ultimately the Commissioners Office with strategic/organizational development to help cope with the negative effects of substantial budget cuts.						
Start: 7/1/2019	End: 6/30/2020	Qty: 2 Consultations	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/>	% Complete: 50.00	
Activity: Support to DES Continous Process Improvement Initiative						
Description:						
Start: 9/1/2008	End:	Lead Person: PERELLI, VINCENT				
Deliverable: 32442 - Carry out Joint Lean Events w/ EPA Staff Under the Lean/E-Enterprise Area for Collaboration (PERELLI, VINCENT)						
Description: For FFY '19 -- Will likely be focused on the process by which End-Of-Year Reporting PPA/PPG Work Plan (P&C List) is conducted by EPAR1 and the NE States.						
Start: 10/1/2019	End: 9/30/2020	Qty: 6 Meetings	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/>	% Complete: 0.00	
Deliverable: 32443 - Complete Implementation Plan for new Joint DES/EPA Lean Event for FFY `20 (PERELLI, VINCENT)						

Description:						
Start: 1/1/2020	End: 3/31/2020	Qty: 1 Charters	Auto Calc:	<input checked="" type="checkbox"/>	Completed:	<input type="checkbox"/> % Complete: 0.00
Deliverable: 32444 - Draft Case Study for Joint Lean Event with EPA for FFY '20 (PERELLI, VINCENT)						
Description:						
Start: 7/1/2020	End: 9/30/2020	Qty: 1 Case Studies	Auto Calc:	<input checked="" type="checkbox"/>	Completed:	<input type="checkbox"/> % Complete: 0.00
Deliverable: 32446 - Participate in LEAN, Six Sigma, Kaizen-type Process Improvement Training (PERELLI, VINCENT)						
Description: Training TAKEN by V. Perelli						
Start: 7/1/2019	End: 6/30/2020	Qty: 2 Training Sessions	Auto Calc:	<input checked="" type="checkbox"/>	Completed:	<input checked="" type="checkbox"/> % Complete: 100.00
Deliverable: 32447 - Participate in New England Lean Government Exchange Conference Calls (PERELLI, VINCENT)						
Description:						
Start: 10/1/2019	End: 9/30/2020	Qty: 2 Conference Calls	Auto Calc:	<input checked="" type="checkbox"/>	Completed:	<input type="checkbox"/> % Complete: 0.00
Deliverable: 32448 - Participation in LEAN/Kaizen Events at DES or Other NH State Agencies (PERELLI, VINCENT)						
Description: Would include completion of Current State Value Stream Maps and Future State Value Stream Maps						
Start: 7/1/2019	End: 6/30/2020	Qty: 2 Events	Auto Calc:	<input checked="" type="checkbox"/>	Completed:	<input type="checkbox"/> % Complete: 50.00
Deliverable: 28765 - Pursue Lean Black Belt Certification (PERELLI, VINCENT)						
Description: END DATE EXTENDED AGAIN FROM 12/31/19. END DATE EXTENDED FROM 12/31/18.						
Start: 1/1/2017	End: 12/31/2020	Qty: 1 Certifications	Auto Calc:	<input checked="" type="checkbox"/>	Completed:	<input type="checkbox"/> % Complete: 0.00
Deliverable: 31293 - Satisfy NH Lean Green Belt Credential Requirements for CY 2019 (PERELLI, VINCENT)						
Description: Complete 1 A3 and 1 Lean "Book Report" and submit to D. Hrobak and BET						
Start: 10/1/2019	End: 12/31/2019	Qty: 1 Certifications	Auto Calc:	<input checked="" type="checkbox"/>	Completed:	<input checked="" type="checkbox"/> % Complete: 100.00
Deliverable: 32445 - Satisfy NH Lean Green Belt Credential Requirements for CY 2020 (PERELLI, VINCENT)						
Description: Complete 1 A3 and 1 Lean "Book Report" and submit to D. Hrobak and BET						
Start: 1/1/2020	End: 12/31/2020	Qty: 1 Certifications	Auto Calc:	<input checked="" type="checkbox"/>	Completed:	<input type="checkbox"/> % Complete: 0.00
Deliverable: 32449 - Working w/ EPA Staff, Select a Joint Lean Project to Focus on for FFY '20 (PERELLI, VINCENT)						
Description: END DATE EXTENDED AGAIN FROM 12/31/19. END DATE EXTENDED FROM 12/31/18. Working with Linda Darveau of EPA Region 1.						
Start: 1/1/2019	End: 9/30/2020	Qty: 1 Decisions	Auto Calc:	<input checked="" type="checkbox"/>	Completed:	<input type="checkbox"/> % Complete: 0.00
Activity: Title VI Nondiscrimination Program						
<p>Description: In the Fall of 2018, USEPA Region I (in cooperation with EPA Headquarters) initiated a Title VI Nondiscrimination Program Pilot training program designed to explore ways to build upon and strengthen each state's nondiscrimination programs in light of federal civil rights laws. Based on the training provided, as well as a close review of the materials provided (including EPA's Procedural Safeguards Checklist for Recipients), NH's limited nondiscrimination-related efforts to date (including those in the specific area of Environmental Justice/Equity), would likely not satisfy USEPA's requirements for a basic nondiscrimination program.</p>						
Start: 7/1/2019	End:	Lead Person: PERELLI, VINCENT				
Deliverable: 32731 - Complete New Title VI Nondiscrimination Program Website (PERELLI, VINCENT)						

Description:					
Start: 10/1/2019	End: 6/30/2020	Qty: 1 Web Sites	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/>	% Complete: 0.00
Deliverable: 32735 - Conduct internal Limited English Proficiency Resources Survey (PERELLI, VINCENT)					
Description: Also update the Intranet with volunteer staff interpreters					
Start: 11/1/2019	End: 6/30/2020	Qty: 1 Surveys	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/>	% Complete: 0.00
Deliverable: 32732 - Create New NHDES Title VI Nondiscrimination Page on Intranet (PERELLI, VINCENT)					
Description:					
Start: 10/1/2019	End: 6/30/2020	Qty: 1 Web Sites	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/>	% Complete: 0.00
Deliverable: 33150 - Implement Title VI Nondiscrimination Program-related Tasks (PERELLI, VINCENT)					
Description: See the NHDES Title VI Nondiscrimination Program Team Charter for a list of specific tasks to accomplish.					
Start: 7/1/2019	End: 6/30/2020	Qty: 12 Tasks	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/>	% Complete: 8.33
Deliverable: 32730 - NHDES Title VI Nondiscrimination Program Team Meeting (PERELLI, VINCENT)					
Description:					
Start: 10/1/2019	End: 6/30/2020	Qty: 6 Meetings	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/>	% Complete: 0.00
Deliverable: 32737 - Put Into Place New Limited English Proficiency Resources (PERELLI, VINCENT)					
Description: After researching resources from NHDOT, NHDOE, and others					
Start: 11/1/2019	End: 6/30/2020	Qty: 3 Tools	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/>	% Complete: 0.00
Deliverable: 32733 - Update Key NHDES Nondiscrimination Program Documents (PERELLI, VINCENT)					
Description: Includes: Nondiscrimination Program Statement; EJ/EE Policy; Public Participation Policy; Grievance Policy; Grievance Procedure; Limited English Proficiency Guidance, etc...					
Start: 10/1/2019	End: 6/30/2020	Qty: 7 Documents	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/>	% Complete: 0.00

Program: POLLUTION PREVENTION COORDINATION**Description:** P2 Section Supervisor activities detailed here**Start:** 10/1/1999 **End:****Activity:** Extended Producer Responsibility (EPR)**Description:** Participate in calls and activities related to EPR**Start:** 7/1/2019 **End:** **Lead Person:** ZYCH, MELISSA**Deliverable:** 33092 - EPR Activity (ZYCH, MELISSA)**Description:** Conference calls**Start:** 10/1/2019 **End:** 9/30/2020 **Qty:** 8 Conference Calls **Auto Calc:** ☒ **Completed:** ☐ **% Complete:** 37.50**Activity:** Household Hazardous Waste and Used Oil Grant Program Administration**Description:** Oversight of both programs**Start:** 7/1/2018 **End:** **Lead Person:** ZYCH, MELISSA**Deliverable:** 31750 - Approval of Household Hazardous Waste Collection and Used Oil Grant Contracts & Invoices (ZYCH, MELISSA)**Description:****Start:** 10/1/2019 **End:** 9/30/2020 **Qty:** 15 Transactions **Auto Calc:** ☒ **Completed:** ☐ **% Complete:** 0.00**Activity:** NEWMOA Board of Directors**Description:** Serve as the Assistance & P2 representative for NH on the Board**Start:** 10/30/2011 **End:** **Lead Person:** ZYCH, MELISSA**Deliverable:** 31873 - Meetings (ZYCH, MELISSA)**Description:** 3 in person meetings and 1 webinar style meeting**Start:** 10/1/2019 **End:** 9/30/2020 **Qty:** 4 Meetings **Auto Calc:** ☒ **Completed:** ☐ **% Complete:** 0.00**Activity:** P2 Outreach**Description:****Start:** 10/1/1999 **End:** **Lead Person:** ZYCH, MELISSA**Deliverable:** 31876 - Biennial Report to the Legislature (ZYCH, MELISSA)**Description:** Collect P2 program data, results and draft report to the legislature every other year. Next one due November 1, 2021.**Start:** 10/1/2019 **End:** 9/30/2020 **Qty:** 1 Reports, Final **Auto Calc:** ☒ **Completed:** ☐ **% Complete:** 0.00**Deliverable:** 31877 - Networking and P2 outreach with other organizations and agencies as needed (ZYCH, MELISSA)**Description:** includes participation in advisory committees and workgroups, misc. EPA "initiatives"**Start:** 10/1/2019 **End:** 9/30/2020 **Qty:** 3 Activities **Auto Calc:** ☒ **Completed:** ☐ **% Complete:** 0.00

Deliverable: 31878 - Participate in EPA Region 1 Annual Pollution Prevention & Assistance Forum (ZYCH, MELISSA)

Description: As described in the P & C list

Start: 10/1/2019 **End:** 9/30/2020 **Qty:** 1 Meetings **Auto Calc:** ☒ **Completed:** ☐ **% Complete:** 0.00

Activity: Promote Regulatory Integration of P2

Description: Promote Regulatory Integration of P2 (rule development, permitting, inspections, enforcement, etc.)

Start: 10/1/1999 **End:** **Lead Person:** ZYCH, MELISSA

Deliverable: 31879 - P2 Integration policies & activities (ZYCH, MELISSA)

Description: Activities to be developed, based on input from P2 staff

Start: 10/1/2019 **End:** 9/30/2020 **Qty:** 2 Activities **Auto Calc:** ☒ **Completed:** ☐ **% Complete:** 0.00

Activity: Toxics in Packaging Clearinghouse (TPCH)

Description: Represent NH on the TPCH Board and complete activities as needed and appropriate. This is an "add-on" activity taken over by the P2 section after the retirement of the Solid Waste staff person previously charged with this task. The amount of effort will correspond to the level of available staff resources.

Start: 10/1/2016 **End:** **Lead Person:** ZYCH, MELISSA

Deliverable: 31880 - Engage in outreach and compliance activities as resources allow (ZYCH, MELISSA)

Description: Purchase goods for package testing

Start: 10/1/2019 **End:** 9/30/2020 **Qty:** 2 Activities **Auto Calc:** ☒ **Completed:** ☐ **% Complete:** 0.00

Deliverable: 31882 - Participate in Annual TPCH face-to-face meeting (ZYCH, MELISSA)

Description: Will attend annual meeting if resources allow

Start: 10/1/2019 **End:** 9/30/2020 **Qty:** 1 Meetings **Auto Calc:** ☒ **Completed:** ☐ **% Complete:** 0.00

Deliverable: 31881 - Participate in TPCH monthly meetings (ZYCH, MELISSA)

Description:

Start: 10/1/2019 **End:** 9/30/2020 **Qty:** 10 Conference Calls **Auto Calc:** ☒ **Completed:** ☐ **% Complete:** 0.00

Program: POLLUTION PREVENTION PROGRAM

Description: The New Hampshire Pollution Prevention Program is a free, confidential, non-enforcement pollution prevention and compliance assistance program available to all New Hampshire businesses, institutions, municipalities and agencies. NHPPP services include on-site pollution prevention & compliance assessments, information research, training workshops, on-line information and publications like newsletters, guidance manuals, etc. NHPPP success is demonstrated by wastes reduced/reused and behavioral changes by stakeholders resulting from program efforts as well as successful completion of program outreach and education efforts and grant project tasks as well as recurring requests for information and assistance.

Start: 10/1/1999**End:****Activity:** Core NHPPP Pollution Prevention Activities

Description: These are the non-grant funded, ongoing activities including Governor's Award for Pollution Prevention, technical information requests & assistance, on-site Pollution Prevention & Compliance Assistance, documents created and distributed, etc.

Start: 10/1/2009**End:****Lead Person:** NELSON, CYNTHIA**Deliverable:** 32012 - Measurement for Outreach & Education Activities (NELSON, CYNTHIA)

Description: Survey results, pounds of pollution reduced, etc. due to technical assistance activities, outreach and on-site assessments.

Start: 10/1/2019**End:** 9/30/2020**Qty:** 4 Activities**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Deliverable:** 32013 - On-Site Pollution Prevention & Compliance Assistance assessments (NELSON, CYNTHIA)

Description: Provide P2 & CA assessments when requested by stakeholders including institutions, schools and municipal facilities.

Start: 10/1/2019**End:** 9/30/2020**Qty:** 10 Site Visits**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Deliverable:** 32014 - Outreach & Education Activities (NELSON, CYNTHIA)

Description: Create and provide pollution prevention & compliance assistance information through a variety of activities. Informational responses sent by mail or e-mail to stakeholders not covered by EPA Grant sector projects. This will include information requests, public presentations, conference booths and other forms of education provided.

Start: 10/1/2019**End:** 9/30/2020**Qty:** 100 Activities**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Activity:** Hospitality Project

Description: Promote green cleaning and environmentally preferable purchasing to the hospitality industry and reinvigorate the 2001 sustainable lodging program.

Start: 10/1/2007**End:****Lead Person:** NELSON, CYNTHIA**Deliverable:** 32015 - Hospitality Project Measurement (BLACK, KATHRYN)

Description: Measure behavioral changes such as water use reductions, recycling strategies adopted, energy use changes, "green" cleaning techniques, etc. Non EPA funded project. Continuing to work with this sector.

Start: 10/1/2019**End:** 9/30/2020**Qty:** 1 Changes**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Activity:** P2 Strategies for Breweries

Description: Work with breweries to help them reduce water and energy use, decrease the strength of their wastewater, and promote the use of less toxic cleaning chemicals.

Start: 10/1/2018**End:** 9/30/2020**Lead Person:** NELSON, CYNTHIA**Deliverable:** 32017 - Assistance (NELSON, CYNTHIA)

Description:	Direct assistance and outreach: Number of breweries assisted. Includes site visits, email, and phone inquiries. Documents developed. Workshops. Classes, etc.				
Start: 10/1/2019	End: 9/30/2020	Qty: 5 Site Visits	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/>	% Complete: 0.00
Deliverable: 32018 - Benchmarking (NELSON, CYNTHIA)					
Description:	Number of breweries participating in the Brewer's Association Benchmarking Program to identify areas of improvement				
Start: 10/1/2019	End: 9/30/2020	Qty: 5 Reports, Final	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/>	% Complete: 0.00
Deliverable: 32019 - Metrics (NELSON, CYNTHIA)					
Description:	Water, waste and energy reductions. Dollars saved.				
Start: 10/1/2019	End: 9/30/2020	Qty: 4 Measures	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/>	% Complete: 0.00
Activity: Participation with Related Programs & OES Planning Meeting					
Description:	Participate with and provide assistance to regional programs such as Northeast Waste Management Officials Association (NEWMOA). Participate with and provide assistance to local programs such as Safety & Health Council of Northern New England, Small Business Development Center, etc. Participate with and provide assistance to DES programs through training, web conferences, etc. Participate infall 2014 NE P2 & Assistance Forum				
Start: 10/1/2001	End:	Lead Person: NELSON, CYNTHIA			
Deliverable: 32020 - P2 Workgroups - NH and Regional (NELSON, CYNTHIA)					
Description:	Participate with interstate workgroups, by conference calls or meetings: 1. (NEWMOA) participate in P2 Steering Committee and Roundtable. 2. (NH3E) participate in the NH Hospitals for a Healthy Environment meetings. 3. (NEWMOA) participate in Hazardous Waste Calls 4. (NPPR) Board and Membership Committee Meetings and Conference calls. 5. (NPPR) Tribal P2 Workgroup conference calls. 6. (EPA/NE States) P2 Regional Forum				
Start: 10/1/2019	End: 9/30/2020	Qty: 15 Meetings	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/>	% Complete: 0.00
Activity: Pollution Prevention Intern Program					
Description:	Develop and support programs utilizing college students to provide Pollution Prevention projects and assistance at NH businesses, institutions and municipal facilities.				
Start: 10/1/2009	End:	Lead Person: NELSON, CYNTHIA			
Deliverable: 32021 - P2 Intern Program Activities (NELSON, CYNTHIA)					
Description:	Provide support to UNH Summer P2 Intern program by promoting the program to NH businesses.				
Start: 10/1/2019	End: 9/30/2020	Qty: 1 Activities	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/>	% Complete: 0.00
Activity: Reports					
Description:	Prepare and submit grant reports to EPA				
Start: 10/1/2017	End:	Lead Person: NELSON, CYNTHIA			
Deliverable: 32016 - Progress reports to EPA (NELSON, CYNTHIA)					
Description:					

Start: 10/1/2019	End: 9/30/2020	Qty: 2 Reports, Final	Auto Calc: X	Completed:	% Complete: 0.00
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Program: PROCESS IMPROVEMENT AT DES

Description: Using tools known as "Lean", work to improve various processes at DES. Goal is to decrease headaches and frustration, free up energy to do better stuff.

Start: 5/1/2009**End:****Activity:** Complete Lean Projects

Description: Includes management of incoming-ideas queue, and completion of projects

Start: 10/1/2009**End:****Lead Person:** 12080 - CIVIL ENGINEER V**Deliverable:** 32179 - Complete Lean Projects (UNASSIGNED)

Description: Lean projects are deemed complete when implementation starts. Can include process reviews. Includes A3, case study, etc.

Start: 10/1/2019**End:** 9/30/2020**Qty:** 10 Projects**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Deliverable:** 32130 - Joint Lean/E-Enterprise Event with EPA Region I (UNASSIGNED)

Description: See '19-'21 PPA Area for Collaboration. Note: Some projects may be done in conjunction with other Region I States

Start: 10/1/2019**End:** 9/30/2020**Qty:** 1 Events**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Deliverable:** 32180 - Update Lean Project Tracking Spreadsheet (UNASSIGNED)

Description: Update the tracking spreadsheet to identify what Lean ideas are generated, numbering (eg Year-0X), facilitator, link to folder and case study
Once/mo minimum
See S:\DES-COMMON\Lean\Admin

Start: 10/1/2019**End:** 9/30/2020**Qty:** 6 Updates**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Activity:** DES Lean Team

Description: Maintain, and improve the skills of, the DES Lean Team

Start: 10/1/2009**End:****Lead Person:** 12080 - CIVIL ENGINEER V**Deliverable:** 32181 - Lean Team meetings (UNASSIGNED)

Description: average at least one per month, counting work sessions

Start: 10/1/2019**End:** 9/30/2020**Qty:** 12 Meetings**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Activity:** External Lean Activities

Description: Works at NH LEC and Regional Lean Activities, including:

- a. Regional Lean network (NY and NE England), meet quarterly (usually calls)
- b. Newmoa, usually call in quarterly
- c. Lean Executive Committee (UNH, safety, lottery, DoIT, DOT, PUC, DHHS, banking, etc) monthly
- d. Transportation Lean forum (every 2 months) call
- e. E-Enterprise (recently)
- f. Working with EPA Region 1 on project for PPG

Start: 10/1/2009**End:****Lead Person:** 12080 - CIVIL ENGINEER V**Deliverable:** 32182 - Lean Executive Committee meetings (UNASSIGNED)

Description:		Monthly Lean Executive Committee meetings			
Start: 10/1/2019	End: 9/30/2020	Qty: 11 Meetings	Auto Calc:	<input checked="" type="checkbox"/>	Completed: <input type="checkbox"/> % Complete: 0.00
Deliverable: 32183 - State Lean Network meetings (UNASSIGNED)					
Description:		Network begins meeting quarterly as of Sept. 2011. Assume well be represented at all of them			
Start: 10/1/2019	End: 9/30/2020	Qty: 3 Meetings	Auto Calc:	<input checked="" type="checkbox"/>	Completed: <input type="checkbox"/> % Complete: 0.00
Activity: Lean Education and Outreach					
Description:					
Start: 10/1/2017	End:	Lead Person: 12080 - CIVIL ENGINEER V			
Deliverable: 32186 - Deploy Lean Week (UNASSIGNED)					
Description:					
Start: 10/1/2019	End: 9/30/2020	Qty: 1 Meetings	Auto Calc:	<input checked="" type="checkbox"/>	Completed: <input type="checkbox"/> % Complete: 0.00
Deliverable: 32185 - Intranet and Internet updates (UNASSIGNED)					
Description:					
Start: 10/1/2019	End: 9/30/2020	Qty: 26 Web Site Postings	Auto Calc:	<input checked="" type="checkbox"/>	Completed: <input type="checkbox"/> % Complete: 0.00
Activity: Lean Training					
Description:					
Start: 10/1/2016	End:	Lead Person: 12080 - CIVIL ENGINEER V			
Deliverable: 32187 - Track number of staff trained (UNASSIGNED)					
Description:					
Start: 10/1/2019	End: 9/30/2020	Qty: 12 Updates	Auto Calc:	<input checked="" type="checkbox"/>	Completed: <input type="checkbox"/> % Complete: 0.00

Program: QUALITY MANAGEMENT SYSTEM

Description: The Quality Management System is being developed per EPA requirements as provided in EPA Guidance Document R-2. See EPA website www.epa.gov/quality.

NOTE: This program was created in September 2019 by elevating it from a previous QA Activity. Several new Activities were created under the new program and all previous Deliverables have been reorganized into the new Program and associated Activities.

Start: 10/1/1999**End:****Activity:** Administrative

Description: Includes deliverables not directly related to other categories.
Includes deliverables related to the permit dashboard, data quality policy, tracking spreadsheets, etc.

Start: 10/1/1999**End:****Lead Person:** 12080 - CIVIL ENGINEER V**Deliverable:** 31687 - Update environmental data policy (UNASSIGNED)**Description:** Goal 23. Every 5 years. Do not copy forward (at least now).**Start:** 1/1/2019**End:** 12/31/2020**Qty:** 1 Updates**Auto Calc:** ☒**Completed:** ☒**% Complete:** 100.00**Deliverable:** 32176 - Update QA Goals Spreadsheet (UNASSIGNED)**Description:** S:\CO-PPA\Planning-and-Innovations\QualityAssuranceShared\QA System Admin**Start:** 10/1/2019**End:** 9/30/2020**Qty:** 12 Updates**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Activity:** EPA Audits (~ Every 5 years)

Description: Includes deliverables related to addressing EPA audits.

NOTE: There are no deliverables from 10/1/19 - 9/30/20 because all findings and observations from the June 2017 EPA QSA have been closed out and there are no other EPA audits likely in the next 2 years.

Start: 10/1/1999**End:****Lead Person:** 12080 - CIVIL ENGINEER V**Activity:** QA Self Audit Administration

Description: Administering the QA Self-Audit piece of the QA system

Start: 10/1/1999**End:****Lead Person:** 12080 - CIVIL ENGINEER V**Deliverable:** 30325 - Calendar Year 2018 QA Self-Audit Participation Rate (UNASSIGNED)**Description:** Aligns with QA goal 1**Start:** 1/1/2019**End:** 12/31/2019**Qty:** 100 Percent**Auto Calc:** ☒**Completed:** ☒**% Complete:** 100.00**Deliverable:** 31282 - Calendar Year 2019 QA Self-Audit Participation Rate (UNASSIGNED)**Description:****Start:** 1/1/2020**End:** 9/30/2020**Qty:** 0 Percent**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00

Deliverable: 30330 - Copy and send to EPA New England Calendar Year 2018 QA Self-Audits and Responses (UNASSIGNED)

Description: EXTENDED END DATE FROM 9/30/19. Or use EPA SharePoint Site. Do not copy this forward. This is available, upon request.

Start: 1/1/2019 **End:** 2/29/2020 **Qty:** 1 Submittals **Auto Calc:** ☒ **Completed:** ☐ **% Complete:** 0.00

Deliverable: 31286 - Provide responses to QA System program self-audits for CY 2019 (UNASSIGNED)

Description: For calendar year 2019. Need to confirm final program count for this year.

Start: 10/1/2019 **End:** 9/30/2020 **Qty:** 25 Responses **Auto Calc:** ☒ **Completed:** ☐ **% Complete:** 0.00

Activity: QA System Administration / System Status Report

Description: Annual review of NHDES QA system and developing the annual QA System Status Report

Start: 10/1/1999 **End:** **Lead Person:** 12080 - CIVIL ENGINEER V

Deliverable: 31281 - Annual Review of DES Quality Mgmt. System for Calendar Year 2019 (UNASSIGNED)

Description: FOR CALENDAR YEAR 2019 -- As required in the DES Quality Management Plan, the DES QA Manager must conduct an annual review of its Quality Management System and report the results of the review to Senior Leadership and to EPA. This annual review is a key component to any successful quality management system.

Start: 10/1/2019 **End:** 3/31/2020 **Qty:** 1 Assessments **Auto Calc:** ☒ **Completed:** ☐ **% Complete:** 0.00

Deliverable: 31688 - QA SSR Updates (UNASSIGNED)

Description: Goes with Goal 26. Update the spreadsheet monthly to ensure that we are tracking the open items. Do not carry forward

Start: 1/1/2019 **End:** 12/31/2019 **Qty:** 12 Updates **Auto Calc:** ☒ **Completed:** ☒ **% Complete:** 75.00

Activity: Quality Assurance Project Plans

Description: Primarily includes deliverables related to reviewing QAPPs, SSPPs and planning documents as well as managing the QAPP Inventory and QAPP Library

Start: 10/1/1999 **End:** **Lead Person:** 12080 - CIVIL ENGINEER V

Deliverable: 32166 - Maintenance of QAPP Inventory for Air, Water, Waste and Commissioners Office Divisions (UNASSIGNED)

Description: FOR CALENDAR YEAR 2019. This is now an on-going/real-time updating process utilizing a shared QAPP Inventory. The measure will be annual and will simply indicate "1" to demonstrate that the process is being maintained.

Start: 1/1/2020 **End:** 9/30/2020 **Qty:** 1 Updates **Auto Calc:** ☒ **Completed:** ☐ **% Complete:** 0.00

Deliverable: 30333 - Maintenance of QAPP Inventory for Air, Water, Waste and Commissioners Office Divisions (UNASSIGNED)

Description: FOR CALENDAR YEAR 2019. This is now an on-going/real-time updating process utilizing a shared QAPP Inventory. The measure will be annual and will simply indicate "1" to demonstrate that the process is being maintained.

Start: 1/1/2019 **End:** 12/31/2019 **Qty:** 1 Updates **Auto Calc:** ☒ **Completed:** ☒ **% Complete:** 100.00

Deliverable: 32172 - Review Quality Assurance Project Plans (UNASSIGNED)

Description: Vince Perelli and Dan Hrobak review Quality Assurance Project Plans, as needed, and as requested.

Start: 10/1/2019 **End:** 9/30/2020 **Qty:** 20 Reviews **Auto Calc:** ☒ **Completed:** ☐ **% Complete:** 0.00

Activity: Quality Assurance Team

Description: Includes deliverables related to holding and administering QA Team meetings

Start: 10/1/1999	End:	Lead Person: 12080 - CIVIL ENGINEER V			
Deliverable: 32164 - Conduct Regular QA Team Meetings (UNASSIGNED)					
Description: Traces to goal #14					
Start: 10/1/2019	End: 9/30/2020	Qty: 4 Meetings	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/>	% Complete: 0.00
Activity: Quality Management Plan Admin					
Description: Reviews and reviews to the NHDES Quality Management Plan					
Start: 10/1/1999	End:	Lead Person: 12080 - CIVIL ENGINEER V			
Deliverable: 31280 - Annual Review of DES QMP for Calendar Year 2019 (UNASSIGNED)					
Description:					
Start: 10/1/2019	End: 9/30/2020	Qty: 1 Reviews	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/>	% Complete: 0.00
Activity: Regional QA Meetings					
Description: Includes deliverables related to meeting with regional QA counterparts (e.g. states, EPA, NEIWPCC)					
Start: 10/1/1999	End:	Lead Person: 12080 - CIVIL ENGINEER V			
Deliverable: 32169 - Participation in Regional Quality Assurance Roundtable Meetings/Conference Calls (UNASSIGNED)					
Description: Dan Hrobak also participates in these meetings. Note: The decision was made to meet face-to-face once or twice a year, with other meetings taking place (if deemed necessary) via conference call or GoToMeetings. Also, EPA will be setting up a new Sharepoint space to facilitate inter-agency sharing.					
Start: 10/1/2019	End: 9/30/2020	Qty: 2 Meetings	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/>	% Complete: 0.00

Program: SMALL BUSINESS TECHNICAL ASSISTANCE PROGRAM**Description:** The Small Business Technical Assistance Program (SBTAP) provides small businesses free environmental assistance to comply with environmental regulations.**Start:** 10/1/1992**End:****Activity:** A. Customer Feedback**Description:** Balance Scorecard - give opportunity to clients/customers to provide feedback on SBTAP services. Use information to improve service, review outreach tools, and assist in strategic planning.**Start:** 10/1/2017**End:****Lead Person:** JOHNSON, SARA**Deliverable:** 32115 - Customer Feedback (JOHNSON, SARA)**Description:**
Revise survey
Share survey
Review comments
Revise program if needed**Start:** 10/1/2019**End:** 9/30/2020**Qty:** 4 Tasks**Auto Calc:** ☒**Completed:** ☒**% Complete:** 100.00**Activity:** B. Performance/Mission of SBTAP**Description:** Balance Scorecard - Provide technical assistance and advocate for the small business community.**Start:** 10/1/2017**End:****Lead Person:** JOHNSON, SARA**Deliverable:** 32116 - Information Requests (JOHNSON, SARA)**Description:**
1) Information requests via phone or email
2) PIP pre-application referrals
3) Views from videos**Start:** 10/1/2019**End:** 9/30/2020**Qty:** 1000 Assistances Provided**Auto Calc:** ☒**Completed:** ☒**% Complete:** 178.80**Deliverable:** 32118 - Outreach (JOHNSON, SARA)**Description:**
1) Publications and articles
2) Videos created/released
3) Provide training
4) Car wash project**Start:** 10/1/2019**End:** 9/30/2020**Qty:** 12 Activities**Auto Calc:** ☒**Completed:** ☐**% Complete:** 41.67**Deliverable:** 32119 - Site Visit (JOHNSON, SARA)**Description:**
1) Compliant referrals from Air Compliance, Waste Management, Water, EPA or town official.
2) Small business contacts SBTAP for assessment.**Start:** 10/1/2019**End:** 9/30/2020**Qty:** 12 Site Visits**Auto Calc:** ☒**Completed:** ☐**% Complete:** 8.33**Deliverable:** 32120 - Small Business Ombudsman (JOHNSON, SARA)**Description:**
1) Advocate for small businesses to mediate disputes
2) Comment on legislation and proposed rules**Start:** 10/1/2019**End:** 9/30/2020**Qty:** 6 Tasks**Auto Calc:** ☒**Completed:** ☒**% Complete:** 100.00

Deliverable: 32121 - Social Media (JOHNSON, SARA)

Description: 1) Tweets on Twitter
2) Facebook Posts
3) Public hearings/events

Start: 10/1/2019 **End:** 9/30/2020 **Qty:** 24 Tasks **Auto Calc:** ☒ **Completed:** ☐ **% Complete:** 37.50

Deliverable: 32122 - Web Page (JOHNSON, SARA)

Description: 1) Web page visits - most popular page and document
2) Review and Update pages

2019/2020 reformatting NHDES web site

Start: 10/1/2019 **End:** 9/30/2020 **Qty:** 4 Web Pages **Auto Calc:** ☒ **Completed:** ☒ **% Complete:** 150.00

Activity: C. Operations

Description: Balance Scorecard - Activities within DES to promote SBTAP, improve efficiency, and other projects assigned.

Start: 10/1/2017 **End:** **Lead Person:** JOHNSON, SARA

Deliverable: 32123 - Lean Activities (JOHNSON, SARA)

Description: 1) Participate in Lean / Continuous Improvement Team
2) Facilitate lean event
3) Lean Week 2020 - canceled - Lean Coordinator left agency

Start: 10/1/2019 **End:** 9/30/2020 **Qty:** 12 Meetings **Auto Calc:** ☒ **Completed:** ☐ **% Complete:** 58.33

Deliverable: 32124 - NSC Annual Report (JOHNSON, SARA)

Description: Provide data to the National Steering Committee on the activities and tasks of SBTAP over the past year.
1) Complete report
2) Mail to Senators (2)
3) Mail to Reps (2)
4) Mail to NH Gov
5) Mail to EPA Reg 1 Admin

Start: 10/1/2019 **End:** 9/30/2020 **Qty:** 6 Reports, Final **Auto Calc:** ☒ **Completed:** ☐ **% Complete:** 16.67

Deliverable: 32125 - SOP Development (JOHNSON, SARA)

Description: Create/revise standard operating procedures for SBTAP activities

Start: 10/1/2019 **End:** 9/30/2020 **Qty:** 2 SOPs (Standard Operating Procedures) **Auto Calc:** ☒ **Completed:** ☐ **% Complete:** 50.00

Deliverable: 32126 - Work Plan Development (JOHNSON, SARA)

Description: Annual meeting with Air Resource Division staff (Permitting, Compliance) to determine work plan for the next federal fiscal year. Work plan was modified to Balance Scorecard format.
Add to MTRS

Start: 10/1/2019 **End:** 9/30/2020 **Qty:** 1 Workplans **Auto Calc:** ☒ **Completed:** ☐ **% Complete:** 0.00

Activity: D. Employee Development

Description: Balance Scorecard - Network, training, and increase overall knowledge of SBTAP staff						
Start: 10/1/2017	End:	Lead Person: JOHNSON, SARA				
Deliverable: 32127 - Individual Employee Plan (JOHNSON, SARA)						
Description:		DES is encouraging staff to create individual employee plans to encourage promotion within DES, build succession training, and cross training.				
Start: 10/1/2019	End: 9/30/2020	Qty: 1 Plans	Auto Calc:	<input checked="" type="checkbox"/>	Completed:	<input checked="" type="checkbox"/> % Complete: 100.00
Deliverable: 32128 - National and Regional Calls (JOHNSON, SARA)						
Description:		Participate on conference calls hosted by 1) National Steering Committee 2) Northeast Waste Management Officials Association 3) Small Business Administration Environmental Roundtable				
Start: 10/1/2019	End: 9/30/2020	Qty: 40 Conference Calls	Auto Calc:	<input checked="" type="checkbox"/>	Completed:	<input type="checkbox"/> % Complete: 27.50
Deliverable: 32129 - Training and Webinars (JOHNSON, SARA)						
Description:		Participate in training and webinars to increase / improve knowledge of environmental rules, issues effecting small businesses, and strategic planning.				
Start: 10/1/2019	End: 9/30/2020	Qty: 24 Training Sessions	Auto Calc:	<input checked="" type="checkbox"/>	Completed:	<input type="checkbox"/> % Complete: 4.17

Program: USED OIL GRANT PROGRAM

Description: Issue grant gifts for the purpose of encouraging the establishment, improvement, and operation of used oil collection centers that collect "do it yourself" used oil from NH residents.

Start: 11/1/2012**End:****Activity:** Grants Management

Description: Support used oil collection centers in proper collection/disposal of used oil through financial assistance

Start: 10/1/2013**End:****Lead Person:** ROBINSON, JR., DEAN

Deliverable: 32462 - 1) Process and provide funding to at least 12 grant applicants per year (ROBINSON, JR., DEAN)

Description:**Start:** 10/1/2019**End:** 9/30/2020**Qty:** 12 Applications**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00

Deliverable: 32463 - 3) Update documentation and related web content (ROBINSON, JR., DEAN)

Description:**Start:** 10/1/2019**End:** 9/30/2020**Qty:** 2 Updates**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00

Deliverable: 32464 - 4) Develop annual report on grant activities and post to the website (ROBINSON, JR., DEAN)

Description:**Start:** 10/1/2019**End:** 9/30/2020**Qty:** 1 Reports, Final**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00

Deliverable: 32465 - 5) Update and amend Used Oil Grant Program SOP (ROBINSON, JR., DEAN)

Description:**Start:** 10/1/2019**End:** 9/30/2020**Qty:** 1 Updates**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Activity:** Technical Assistance and Education

Description: Provide outreach, education and assistance on the used oil grant program to grantees and others

Start: 10/1/2013**End:****Lead Person:** ROBINSON, JR., DEAN

Deliverable: 32466 - 1) Presentations and Workshops (ROBINSON, JR., DEAN)

Description: Provide presentations as needed / requested

Start: 10/1/2019**End:** 9/30/2020**Qty:** 4 Events**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00

Program: PROJECT MANAGEMENT & INNOVATIONS

Description: Create a permanent and dedicated team to oversee and manage large-scale, innovative projects to ensure:

- ¿ A structured approach to large scale projects, and oversight and coordination of strategic initiatives, increasing the likelihood of successful and timely completion.
- ¿ Help to reduce the time division staff are diverted from regulatory and legislative program mandates and the daily operations of programs under their purview.
- ¿ Coordinate with DoIT on improvements to IT infrastructure and functionality, and the implementation of new technologies.
- ¿ Improve our ability to move forward on important initiatives identified within our Strategic Plan.
- ¿ Focus on the procedural changes and innovations within DES that will further the Department's strategic goals and improve service to its stakeholders.
- ¿ Coordinate the needs and actions of DES with other state and federal agencies and departments when multi-agency projects.

Start: 7/1/2018

End:

Activity: Approved Subcommittees

Description: ITAC, GTAC, Cybersecurity
IT Advisory Council (DoIT)
HB377, BA Meetings, POC Meetings
WebTech, GIS Board, Ranking Board
Portfolio Board, Skip Level

Start: 7/1/2018

End:

Lead Person: MCLEAN, HAMILTON

Deliverable: 33176 - BA Sub-committee, POC, other (MCLEAN, HAMILTON)

Description: Active member of groups
BA Sub-committee
S:\DES-COMMON\DES-BusinessAnalysts

POC
S:\DES-COMMON\DES-ComputerPOCs

PMAC
DoIT-Steve Kelleher

Start: 7/1/2019

End: 6/30/2020

Qty: 4 Meetings

Auto Calc: ☒

Completed: ☐

% Complete: 0.00

Activity: Geospatial

Description: Provide point of contact for the management and support of the DES geospatial infrastructure including software licenses, server, web viewer, mobile applications, data maintenance, contractor services, access credentialing, publishing services, technical support, and metadata.

Start: 7/1/2018

End:

Lead Person: MCLEAN, HAMILTON

Activity: LEAN

Description: Attendance by one representative from PMIU to every LEAN event. LEAN events are not projects. They are designed at a minimum to document current states of processes or systems under consideration. LEAN may also document future states and develop recommendations for bridging the gap formed by the two states.

PMIU will:

- * Determine if the recommendations produced are similar to or could benefit another process or system used in another DES bureau.
- * If a project materializes from the event that effects a single bureau, the project will be managed the associated Business Analyst and funded by that division.
- * Resulting projects that cross or benefit multiple bureaus, divisions or agencies will be prioritized and funded by the DES Portfolio Board and managed by PMIU

Start: 7/1/2018

End:

Lead Person: MCLEAN, HAMILTON

Activity: Project Management

Description: Manage project planning, scope ,task schedule, duration and sequencing, communications, resources acquisition and assignment, QA/QC, Risk, outside contractors, Change Control, documentation, user acceptance testing

Start: 7/1/2018

End:

Lead Person: MCLEAN, HAMILTON

Activity: Strategic IT Planning

Description: PMIU is responsible for coordination of the Bureau IT Plans and distilling those plans into the agency Strategic IT Plan for DoIT legislative mandate. The Bureau IT Plans are compiled up into the Agency Project Requests portfolio. PMIU aggregates all projects in solution bundles that solve individual project requests or the solutions are foundational to those requests. The resulting solution bundles are recommended and presented to the Portfolio Board for its approval as the biennial PMIU Work Plan.

Start: 7/1/2018

End:

Lead Person: MCLEAN, HAMILTON

Deliverable: 31400 - Develop Strategic IT Plans (MCLEAN, HAMILTON)

Description: coordinate the DES Bureau IT Plans, priority solution bundling and the PMIU Work Plan

Start: 10/1/2018

End: 9/30/2020

Qty: 1 Units

Auto Calc: ☒

Completed: ☒

% Complete: 100.00

Deliverable: 31411 - Statewide GIS Infrastructure (MCLEAN, HAMILTON)

Description: Ongoing

Start: 10/1/2018

End: 9/30/2020

Qty: 5 Meetings

Auto Calc: ☒

Completed: ☐

% Complete: 0.00

Program: FILE REVIEW SERVICES

Description: Create and maintain a fully staffed, multi-program file review service in the DES Public Information Center to serve the ever-widening discovery needs of agency clients and/or their agents.

Start: 12/15/1999 **End:**

Activity: File review services provided to Public Information Center clients

Description: File review clients requesting information on various DES records

Start: 10/1/2009 **End:** **Lead Person:** CHANCE, SARAH

Deliverable: 32738 - Complex "Right-to-Know" (RSA 91:A) requests filled (CHANCE, SARAH)

Description: Examples/Triggers: 1) Agency-wide RSA 91:A requests; 2) Widespread e-mail collections; and the use of the Legal Unit's and/or NHDolT staff time/involvement.

Start: 10/1/2019 **End:** 9/30/2020 **Qty:** 10 File Review Clients **Auto Calc:** ☒ **Completed:** ☐ **% Complete:** 80.00

Deliverable: 32739 - File Review services provided to clients in search of Multiple Divisions (CHANCE, SARAH)

Description: New Deliverable for FFy '19 includes reviews conducted across multiple divisions

Start: 10/1/2019 **End:** 9/30/2020 **Qty:** 60 File Review Clients **Auto Calc:** ☒ **Completed:** ☐ **% Complete:** 21.67

Deliverable: 32740 - File review services provided to clients in search of solid waste activities/remedial sites (CHANCE, SARAH)

Description: Records the number of clients seeking both solid waste and remedial site records.

Start: 10/1/2019 **End:** 9/30/2020 **Qty:** 65 File Review Clients **Auto Calc:** ☒ **Completed:** ☐ **% Complete:** 66.15

Deliverable: 32741 - File review services provided to clients in search of Water Division (Non-LRMP) bureau (CHANCE, SARAH)

Description: New Deliverable for FFY '19 - will now include file reviews conducted for Drinking Water/Groundwater, Wastewater Engineering, Dams, and Watershed.

Start: 10/1/2019 **End:** 9/30/2020 **Qty:** 60 File Review Clients **Auto Calc:** ☒ **Completed:** ☐ **% Complete:** 40.00

Deliverable: 32742 - File review services provided to clients seeking Air Resources Division records (CHANCE, SARAH)

Description: Records the number of clients who reviewed Air Resources Division files

Start: 10/1/2019 **End:** 9/30/2020 **Qty:** 30 File Review Clients **Auto Calc:** ☒ **Completed:** ☐ **% Complete:** 6.67

Deliverable: 32743 - File review services provided to clients seeking LRMP-related files (see below) (CHANCE, SARAH)

Description: New Deliverable for FFY '19 - will now include file reviews conducted for Wetlands/Shorelands, Alteration of Terrain (AoT), and Subsurface Systems).

Start: 10/1/2019 **End:** 9/30/2020 **Qty:** 325 File Review Clients **Auto Calc:** ☒ **Completed:** ☐ **% Complete:** 63.38

Deliverable: 32744 - Total number of appointments processed by the file review staff (CHANCE, SARAH)

Description: Includes all requests that result in an in-office file review by clients

Start: 10/1/2019 **End:** 9/30/2020 **Qty:** 200 Appointments **Auto Calc:** ☒ **Completed:** ☐ **% Complete:** 34.50

Deliverable: 32745 - Total number of file review "walk-ins" (CHANCE, SARAH)

Description:

Start: 10/1/2019 **End:** 9/30/2020 **Qty:** 10 File Review Clients **Auto Calc:** ☒ **Completed:** ☐ **% Complete:** 80.00

Deliverable: 32746 - Total number of requests received by file review staff (CHANCE, SARAH)					
Description:		Includes requests for information, documents, referrals and assistance.			
Start: 10/1/2019	End: 9/30/2020	Qty: 800 Requests	Auto Calc:	<input checked="" type="checkbox"/>	Completed: <input type="checkbox"/> % Complete: 0.00

Program: INTERNET/INTRANET SERVICES

Description: The DES Web Content Manager resides within the PIP Unit and is responsible for providing state-of-the-art information to users. Certain key activities will be monitored to ensure the greatest efficiency possible and effective and timely services to DES customers.

Start: 7/1/2007 **End:**

Activity: Upgrades and maintains content on DES website, Intranet, and OneStop navigation					
Description: Web Content Manager is responsible for these websites.					
Start: 7/1/2007	End:	Lead Person: MICHENER, KATHRYN			
Deliverable: 32750 - Total NHDES Website Visits (MICHENER, KATHRYN)					
Description:					
Start: 10/1/2019	End: 9/30/2020	Qty: 200000 Web Site Hits	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input checked="" type="checkbox"/>	% Complete: 111.52
Deliverable: 32751 - Website and Intranet Requests (MICHENER, KATHRYN)					
Description: Number of original requests to update the des.nh.gov website and Intranet					
Start: 10/1/2019	End: 9/30/2020	Qty: 2000 Requests	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/>	% Complete: 34.10

Program: PERMIT COORDINATION/MAJOR PROJECT MGMT/UNIT ADMINISTRATION

Description: Provide timely and accurate permit coordination and major project management services to assist clients with integrated permit application processing and compliance assistance needs.

Start: 1/2/1987**End:****Activity:** Administration of the Public Information and Permitting Unit

Description: Activities carried out routinely to effect efficient operations of the PIP Unit.

Start: 1/2/1987**End:****Lead Person:** DREW, TIMOTHY**Deliverable:** 31981 - Manage and monitor the DES Publications Revolving Fund (DREW, TIMOTHY)

Description: The Publications Revolving Fund was established to ensure ready access to funds to publish and reproduce agency education and outreach documents and to support operator training programs.

Start: 10/1/2019**End:** 9/30/2020**Qty:** 12 Report Assessments**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Activity:** Major project coordination

Description: Respond to initial requests for guidance on multiple-permit, multi-discipline, multi-agency projects and identify likely requirements for the project.

Start: 1/2/1987**End:****Lead Person:** DREW, TIMOTHY**Deliverable:** 31983 - Arrange and convene pre-application meetings (DREW, TIMOTHY)

Description: For those who choose direct discussions with DES staff, these meetings are arranged to allow for an active discussion in the pre-planning phase of projects to identify which regulatory programs and permits may be triggered by a specific proposal.

Start: 10/1/2019**End:** 9/30/2020**Qty:** 10 Meetings**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Deliverable:** 31984 - Monitor use of Guidebook for Environmental Permits in New Hampshire (DREW, TIMOTHY)

Description: Monitor use by constituents of the new Permit Guidebook through Web "hits", sales, and other distribution methods.

Start: 10/1/2019**End:** 9/30/2020**Qty:** 42000 Web Site Hits**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Activity:** Prepare official DES reviews for projects with varying environmental impacts.

Description: Review, critique, draft, and transmit official DES policy position and consolidated technical comment documents for NEPA EIS's, CORD reviews, Intergovernmental Reviews, etc.

Start: 1/2/1987**End:****Lead Person:** DREW, TIMOTHY**Deliverable:** 31985 - Prepare official agency response to multi-discipline projects. (DREW, TIMOTHY)

Description: Coordinate the review of, and response to, multiple-program, multi-discipline projects with environmental impacts.

Start: 10/1/2019**End:** 9/30/2020**Qty:** 15 Responses**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Deliverable:** 31986 - Represent DES concerning international agreements, task forces, and multi-disciplinary committees (DREW, TIMOTHY)

Description: The PIP Unit serves as the official agency representative for such activities at the Mt. Sunapee Advisory Committee, the Committee on Resources and Development, and the Transboundary Environmental Impact Agreement with the Province of Quebec.

Start: 10/1/2019**End:** 9/30/2020**Qty:** 5 Meetings**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00

Program: PUBLIC INFORMATION DISSEMINATION

Description: Improve communication with stakeholders through broader education and outreach initiatives, enhanced public participation techniques, and collaborative partnerships with environmental advocacy groups, legislators, trade associations, the news media, and the general public.

Start: 10/1/2017**End:****Activity:** DES Press

Description: The Public Information Officer serves agency spokesperson to the media. The PIP Unit prepares, coordinates and issues press releases for the Department.

Start: 1/2/1987**End:****Lead Person:** MARTIN, JAMES**Deliverable:** 33055 - Provide timely and accurate communication with all media outlets (MARTIN, JAMES)**Description:** Communication with the media - newspapers, radio and TV.**Start:** 10/1/2019**End:** 9/30/2020**Qty:** 150 Communications**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Deliverable:** 33057 - Research, preparations, and issuance of press releases (MARTIN, JAMES)

Description: The Public Information Officer sends all press releases to the media contacts list and posts all press releases on the DES website to provide timely access to news and announcements generated by the agency.

Start: 10/1/2019**End:** 9/30/2020**Qty:** 100 Communications**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Deliverable:** 33058 - Tracking website visits to DES press releases (MARTIN, JAMES)

Description: The PIP Unit posts all DES press releases on the DES website for timely access to news and announcements generated by the Department. Through webtrends analysis, the Public Information Officer will track the number of hits to the press releases webpage. This information may be used to analyze trends in visitors and trends in what information/topics attract the most interest.

Start: 10/1/2019**End:** 9/30/2020**Qty:** 100000 Web Site Hits**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Activity:** Front Desk Reception Services**Description:****Start:** 1/1/1987**End:****Lead Person:** GRACE, JENNIFER**Deliverable:** 33031 - Front Desk Reception Visitors (GRACE, JENNIFER)**Description:****Start:** 10/1/2019**End:** 9/30/2020**Qty:** 6500 Customers**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Deliverable:** 33032 - Phone Calls Received (GRACE, JENNIFER)**Description:****Start:** 10/1/2019**End:** 9/30/2020**Qty:** 20000 Phone Calls**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Deliverable:** 33033 - Room Reservation Requests (GRACE, JENNIFER)**Description:****Start:** 10/1/2019**End:** 9/30/2020**Qty:** 500 Reservations**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Activity:** Legislative support for DES Senior Leadership Team

Description: The PIP Unit is charged with maintaining the most current chart of new bills, LSR's, hearings, amendments, and status updates to ensure timely and appropriate DES participation in legislative activities.

Start: 1/2/1987	End:	Lead Person: FORD, JANA
Deliverable: 33094 - Fiscal note requests tracking/status updates (FORD, JANA)		
Description: The assistant Public Information Officer coordinates and tracks all fiscal note request received from the Legislative Budget Office to ensure that requests are responded to and returned to the LBA in a timely manner, and ensuring that the department meets its fiscal responsibility to the Legislature.		
Start: 10/1/2019	End: 9/30/2020	Qty: 30 Updates Auto Calc: <input checked="" type="checkbox"/> Completed: <input type="checkbox"/> % Complete: 0.00
Deliverable: 33095 - Number of Bills Tracked Monthly for NHDES and for the Commissioners Legislative Group (FORD, JANA)		
Description:		
Start: 10/1/2019	End: 9/30/2020	Qty: 200 Legislation Auto Calc: <input type="checkbox"/> Completed: <input type="checkbox"/> % Complete: 0.00
Activity: Publication Activity		
Description: The PIP Unit prepares, reviews and updates various DES publications to foster and expand our education and outreach efforts with our stakeholders, most importantly the public.		
Start: 10/1/2009	End:	Lead Person: MARTIN, JAMES
Deliverable: 32671 - Design/Layout projects (MICHENER, KATHRYN)		
Description: Based on time scale/complexity designing such items as brochures, banners, logs, reports, books, websites. 0-3 hours = 1; 4-6 hours = 2; 7-12 = 3, etc....		
Start: 10/1/2019	End: 9/30/2020	Qty: 100 Projects Auto Calc: <input checked="" type="checkbox"/> Completed: <input type="checkbox"/> % Complete: 75.00
Deliverable: 33059 - Newsletters Published (MARTIN, JAMES)		
Description: The PIP Unit issues several newsletters/bulletins including Environmental News, Municipal Ecolink and GREENWorks		
Start: 10/1/2019	End: 9/30/2020	Qty: 20 Newsletters Auto Calc: <input checked="" type="checkbox"/> Completed: <input type="checkbox"/> % Complete: 0.00
Activity: Social Media		
Description:		
Start: 10/1/2018	End:	Lead Person: FORD, JANA
Deliverable: 33096 - Average Facebook (Divided by # of Posts) Per Quarter (FORD, JANA)		
Description:		
Start: 10/1/2019	End: 9/30/2020	Qty: 1000 Postings Auto Calc: <input checked="" type="checkbox"/> Completed: <input type="checkbox"/> % Complete: 0.00
Deliverable: 33097 - Average Twitter Impressions (Divided by the # of Posts) Per Quarter (FORD, JANA)		
Description:		
Start: 10/1/2019	End: 9/30/2020	Qty: 1000 Postings Auto Calc: <input checked="" type="checkbox"/> Completed: <input type="checkbox"/> % Complete: 0.00
Deliverable: 33098 - Number of Videos Added to the YouTube Channel (FORD, JANA)		
Description: Minimum of 4 per year		
Start: 10/1/2019	End: 9/30/2020	Qty: 4 Videos Auto Calc: <input checked="" type="checkbox"/> Completed: <input type="checkbox"/> % Complete: 0.00
Deliverable: 33099 - Proposed -- Tracking Instagram Statistics (FORD, JANA)		
Description: NOTE: This was added by V. Perelli on 10/18/19 as a suggestion. I don't know what the Quantity and Unit should be. I just made something up as a placeholder. Please update at the first quarterly reporting cycle. Thanks. Vince		

Start: 10/1/2019	End: 9/30/2020	Qty: 1 Actions	Auto Calc:	X	Completed:		% Complete: 0.00
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Program: PUBLICATIONS SALES

Description: Expand and improve customer service efficiency offered by the DES Public Information Center relative to the collection, maintenance, availability, and dissemination of documents, data, and staff referrals.

Start: 4/1/2011**End:****Activity:** Fulfill internal and external stakeholder requests for information

Description: The publications sales section of the Public Information Center serves the needs of internal and external customers who request specific information concerning DES activities and programs in support of their efforts to better understand environmental issues.

Start: 10/1/2018**End:****Lead Person:** DETHLEFS, LAUREN**Deliverable:** 32818 - Fulfill external and DES staff walk-in requests (DETHLEFS, LAUREN)

Description: The publications sales section of the Public Information Center provides specific program information and publications to external walk-in customers and DES staff. Note: The Public Information Center provides the availability of A/V equipment, sales of NHDES clothing and requests for assistance with work or office equipment issues.

Start: 10/1/2019**End:** 9/30/2020**Qty:** 1100 Customers**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Deliverable:** 32842 - Fulfill the needs of internal and external Email customers (DETHLEFS, LAUREN)

Description: The Publication Sales section of the Public Information Center provides information or referrals to external and DES staff customers who contact it through Email.

Start: 10/1/2019**End:** 9/30/2020**Qty:** 500 Requests**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Deliverable:** 32843 - Fulfill the needs of internal and external telephone customers (DETHLEFS, LAUREN)

Description: The Publication Sales section of the Public Information Center provides information or referrals to external and DES staff customers who contact it by telephone.

Start: 10/1/2019**End:** 9/30/2020**Qty:** 1050 Telephone Calls**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Activity:** Fulfill sales of Geo Publications, NHDES clothing and the loaning of A/V Equipment to NHDES Staff

Description: Fulfill the sales of Geologic Publications to External Customers, as well as, the sales of NHDES Clothing and the loaning of A/V Equipment to NHDES Staff.

Start: 7/1/2017**End:****Lead Person:** DETHLEFS, LAUREN**Deliverable:** 32844 - Loaned A/V Equipment to NHDES Staff (DETHLEFS, LAUREN)

Description: Number of pieces of A/V Equipment loaned to NHDES Staff

Start: 10/1/2019**End:** 9/30/2020**Qty:** 3800 Articles**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Deliverable:** 32845 - Sale of Geological Publications to External Customers (DETHLEFS, LAUREN)

Description: Number of Geologic Publications sold to External Customers

Start: 10/1/2019**End:** 9/30/2020**Qty:** 50 Maps**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Deliverable:** 32846 - Sale of NHDES Clothing to NHDES Staff (DETHLEFS, LAUREN)

Description: Number of articles of clothing sold to NHDES Staff

Start: 10/1/2019**End:** 9/30/2020**Qty:** 500 Items**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Activity:** Monitor DES Web site for publications activity

Description: The publications sales section of the Public Information Center (and the PIP Unit, in general) is responsible for working with the DES Webmistress to ensure that customers are accessing and receiving the most current information and data.					
Start: 6/1/1999	End:	Lead Person: MARTIN, JAMES			
Deliverable: 32847 - Monitor and record the number of Web "hits" for Fact Sheets (DETHLEFS, LAUREN)					
Description: Customers in search of DES Fact Sheets obtain that information by accessing it through the DES Web site.					
Start: 10/1/2019	End: 9/30/2020	Qty: 250000 Web Site Hits	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/>	% Complete: 0.00
Deliverable: 32848 - Monitor and record the number of Web "hits" for guidance documents (DETHLEFS, LAUREN)					
Description: Customers in search of DES guidance documents obtain that information by accessing it through the DES Web site.					
Start: 10/1/2019	End: 9/30/2020	Qty: 160000 Web Site Hits	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/>	% Complete: 0.00
Deliverable: 32849 - Monitor and record the number of Web "hits" for Rules (DETHLEFS, LAUREN)					
Description: Customers in search of DES administrative rules obtain that information by accessing it through the DES Web site.					
Start: 10/1/2019	End: 9/30/2020	Qty: 160000 Web Site Hits	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/>	% Complete: 0.00
Activity: Provide adequate supply of DES documents to stakeholders					
Description: The publications sales section of the Public Information Center is charged with providing sufficient variety and numbers of documents to ensure that all stakeholders are able to obtain the information, data, and guidance necessary to comply with DES programs.					
Start: 6/1/1999	End:	Lead Person: DETHLEFS, LAUREN			
Deliverable: 32850 - Supply Fact Sheets to Internal NHDES Staff (DETHLEFS, LAUREN)					
Description: The Public Information Center is responsible for providing the most recent versions of environmental program Fact Sheets to serve internal staff presentation needs.					
Start: 10/1/2019	End: 9/30/2020	Qty: 3500 Fact Sheets	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/>	% Complete: 0.00
Deliverable: 32851 - Supply NHDES Administrative Rules to External Customers (DETHLEFS, LAUREN)					
Description: The PIP Unit is charged with the responsibility for maintaining the most recent versions of DES administrative rules and must be capable of providing a sufficient number of copies to external stakeholders on an as-needed basis.					
Start: 10/1/2019	End: 9/30/2020	Qty: 150 Rules	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/>	% Complete: 0.00

Division / Bureau: WASTE MANAGEMENT DIVISION - HAZARDOUS WASTE COMPLIANCE**Program:** HAZARDOUS WASTE COMPLIANCE PROGRAM

Description: The Hazardous Waste Compliance Program functions to assure the compliance of the regulated community, which is achieved through a three part approach: compliance monitoring, compliance assistance, and education/outreach. The Hazardous Waste Compliance Section conducts inspections of hazardous waste generators and provides technical assistance to the regulated community. A Hazardous Waste Assistance Hotline is maintained by the Hazardous Waste Management Bureau (HWMB) for the regulated community to contact the HWMB to ask questions concerning the New Hampshire Hazardous Waste Rules and compliance issues which affect hazardous waste management programs.

Start: 7/1/1979**End:****Activity:** Data Management

Description: Maintain EPA and HWMB compliance/enforcement databases with evaluation, violation and enforcement data.

Start: 10/1/1999**End:****Lead Person:** LEEDBERG, TOD**Deliverable:** 32224 - Federal Compliance Monitoring Database - RCRAInfo (LEEDBERG, TOD)

Description: Note: Actual number to be negotiated in 2020 Planning Meeting. Enter and count initial evaluation inspections into the EPA compliance monitoring and enforcement database (RCRAInfo) for hazardous waste handlers that have been inspected, update as necessary with violation and enforcement data. FFY 2018 -2019 P & C List.

Start: 10/1/2019**End:** 9/30/2020**Qty:** 53 Entries**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Activity:** Enforcement

Description: Ensure that inspected facilities with documented violations receive a timely and appropriate enforcement action. High Priority Violators (HPVs)/Significant Non-Compliers (SNCs) are to receive a formal enforcement action which may include a penalty action.

Start: 10/1/1999**End:****Lead Person:** LEEDBERG, TOD**Deliverable:** 32265 - Administrative Enforcement Actions (LEEDBERG, TOD)

Description: Issue non-penalty enforcement actions (i.e., RHWIs, LODs, NOPVs, AOs) and compliance letters to inspected facilities.

Start: 10/1/2019**End:** 9/30/2020**Qty:** 53 Enforcement Actions**Auto Calc:** ☒**Completed:** ☐**% Complete:** 32.08**Deliverable:** 32266 - Penalty Actions (LEEDBERG, TOD)

Description: Issue Administrative Fines (AFs) and Request for Enforcement Action (RFEs) to facilities deemed to be SNCs/HPVs .

Start: 10/1/2019**End:** 9/30/2020**Qty:** 15 Penalty Actions**Auto Calc:** ☒**Completed:** ☐**% Complete:** 20.00**Activity:** Inspections

Description: Inspection of facilities to determine compliance with the NH Hazardous Waste Rules.

Start: 10/1/1999**End:****Lead Person:** LEEDBERG, TOD**Deliverable:** 32274 - Generator inspections in Federal Fiscal Year 2020 (LEEDBERG, TOD)

Description:		DRAFT: Conduct 53 hazardous waste generator inspections in FFY 2020, which includes 18 "traditional" LQGs, 2 retail pharmacy LQGs, and 33 "others" (i.e., non-LQGs). The Large Quantity Generator (i.e., >1,000 kgs/mo) universe is based on the State HZWMS database which as of 8/20/19 has been determined by DES to be 152 active LQGs (comprised of 117 "traditional" LQGs and 35 retail pharmacy LQGs) after minusing the inactive/declassified/temporary non-LQG sites. As allowed under the FFY 2018-2019 OECA NPM Guidance (draft 6/29/17) and OECA's Compliance Monitoring Strategy (CMS) (9/2015), DES has proposed to use the flexibility offered in the CMS as "Alternative 3 - The Straight Trade-Off Approach" for the traditional LQGs (seventh consecutive year) and inspect 15% of the LQGs for a total of 18 traditional LQGs (i.e., flexing away from 5 LQGs) and to put those 5 LQG inspection resources into "others" (i.e., non-LQGs). In addition, DES is participating in the Region 1 States Retail Flexibility Plan for the fifth consecutive year and will inspect 5% of the retail pharmacy LQG universe for a total of 2 retail pharmacy LQGs. DES further proposes to conduct at least 8 (and up to 33 as staff resources allow) "other" inspections of non-LQGs, should staff resources allow. FFY2018-19 P & C list.			
Start: 10/1/2019	End: 9/30/2020	Qty: 53 Inspections	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/>	% Complete: 16.98
Deliverable: 32273 - Limited Permit inspections in Federal Fiscal Year 2020 (LEEDBERG, TOD)					
Description:		Conduct 4 inspections at facilities that require Limited Permits for elementary neutralization or wastewater treatment systems. To be determined in FFY 20 Planning meeting			
Start: 10/1/2019	End: 9/30/2020	Qty: 4 Inspections	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/>	% Complete: 25.00
Deliverable: 31505 - Submit Report of Completed Inspections & End-of-Year Outcome Report for Alternative Plan for FFY 19 (LEEDBERG, TOD)					
Description:		For FY 19. In FY 18-19 P&C List.			
Start: 10/1/2019	End: 11/30/2019	Qty: 1 Reports, Final	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/>	% Complete: 0.00
Activity: Outreach/Education					
Description:		Provide training to the regulated community through workshops, conferences, and speaking engagements.			
Start: 10/1/1999	End:	Lead Person: LEEDBERG, TOD			
Deliverable: 32271 - Presentations on Hazardous Waste Management (LEEDBERG, TOD)					
Description:		Provide hazardous waste training to the public and regulated community through speaking engagements, and assisting the Hazardous Waste Coordinator Certification Program.			
Start: 10/1/2019	End: 9/30/2020	Qty: 10 Presentations	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/>	% Complete: 0.00
Activity: Program Development					
Description:		Participate in EPA and the environmental associations meetings and trainings to promote and develop the hazardous waste program and its staff.			
Start: 10/1/1999	End:	Lead Person: LEEDBERG, TOD			
Deliverable: 32270 - Participation in EPA meetings and trainings, NEWMOA work groups, NEEP, etc. (LEEDBERG, TOD)					
Description:		Participation in EPA meetings and trainings, workgroup meetings for Northeast Waste Management Officials Association, Northeast Environmental Enforcement Project, Association of State and Territorial Solid Waste Management Officials, etc. FFY 2018-2019 P&C list.			
Start: 10/1/2019	End: 9/30/2020	Qty: 10 Meetings	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/>	% Complete: 60.00
Activity: Technical Assistance					
Description:		Provide assistance to the regulated community for compliance with the Hazardous Waste Rules.			
Start: 10/1/1999	End:	Lead Person: LEEDBERG, TOD			

Deliverable: 32267 - Hazardous Waste Compliance Assistance Telephone Hotline (LEEDBERG, TOD)**Description:** Hotline is available for the regulated community to receive information and guidance on the NH Hazardous Waste Rules from knowledgeable HWMB staff.**Start:** 10/1/2019**End:** 9/30/2020**Qty:** 500 Assistances Provided**Auto Calc:** ☒**Completed:** ☐**% Complete:** 18.60**Deliverable:** 32268 - Hazardous Waste Fact Sheets and Guidance Documents (LEEDBERG, TOD)**Description:** Keep Fact sheets current and create new ones as needed, as well as create new Guidebooks.**Start:** 10/1/2019**End:** 9/30/2020**Qty:** 4 Fact Sheets**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Deliverable:** 32269 - Regulatory Interpretations (LEEDBERG, TOD)**Description:** The regulatory policy binder (RPB) is a compilation of the regulatory interpretation letters issued to facilities to clarify a specific requirement under the Hazardous Waste Rules.**Start:** 10/1/2019**End:** 9/30/2020**Qty:** 5 Assistances Provided**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00

Program: HAZARDOUS WASTE COORDINATOR CERTIFICATION PROGRAM

Description: The Certification Program is responsible to provide hazardous waste management training and certification to the full quantity and small quantity generator facilities. Each full quantity generator that generates more than 220 pounds of hazardous waste per month shall have on staff at the facility where the hazardous waste is generated a hazardous waste coordinator certified by the department. Each small quantity generator that generates less than 220 pounds of hazardous waste per month shall self-certify their compliance under the hazardous waste rules once every 3 years.

Start: 1/1/2003**End:****Activity:** Full Quantity Generator - Hazardous Waste Coordinator Certification

Description: Provide the necessary hazardous waste management training to certify the hazardous waste coordinators at the full quantity generator facilities.

Start: 1/1/2003**End:****Lead Person:** ASHTON, JULIE**Deliverable:** 32333 - Advanced Modular Courses Workshops (ASHTON, JULIE)

Description: Provide workshops for modular courses for those who have completed basic certification. Modular courses will cover such topics as Inspection & Enforcement, Hazardous Waste Determination, P2/Waste Minimization, Reporting & Information Mgmt., etc.

Start: 10/1/2019**End:** 9/30/2021**Qty:** 10 Workshops**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Deliverable:** 32334 - Basic training course (ASHTON, JULIE)

Description: Provide initial certification courses to hazardous waste coordinators.

Start: 10/1/2019**End:** 9/30/2021**Qty:** 8 Courses**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Deliverable:** 32335 - Issue New Certifications (ASHTON, JULIE)

Description: Provide testing and certification for Hazardous Waste Coordinators NEW to the system.

Start: 10/1/2019**End:** 9/30/2021**Qty:** 150 Certifications**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Deliverable:** 32336 - Issue Renewal Certifications (ASHTON, JULIE)

Description: Provide certifications for Hazardous Waste Coordinators renewing their annual certification.

Start: 10/1/2019**End:** 9/30/2021**Qty:** 475 Certifications**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Activity:** Small Quantity Generator - Self-Certification

Description: Provide the necessary hazardous waste management guidance to allow small quantity generators to self-certify their compliance under the hazardous waste rules.

Start: 10/1/2003**End:****Lead Person:** FARO, CHRISTIE**Deliverable:** 31787 - Self-Certifications (Belknap, Carroll, Coos, Grafton, Merrimack & Sullivan) - 1/2018 (FARO, CHRISTIE)

Description: Self-certification forms returned from the 737 small quantity generator facilities that participated in the 2018 mailing event for facilities in Belknap, Carroll, Coos, Grafton, Merrimack & Sullivan counties. 672 self-certification packages were sent to the facilities on 10/1/2017 and 65 additional packages were sent through 9/30/2019. Of the 737 facilities that received packages from the 2018 mailing round, 11 still need resolution as of 9/30/2019.

Start: 10/1/2019**End:** 9/30/2020**Qty:** 11 Certifications**Auto Calc:** ☒**Completed:** ☐**% Complete:** 54.55**Deliverable:** 31790 - Self-Certifications (Cheshire & Hillsborough) - 1/2020 (FARO, CHRISTIE)

Description: Self-certification forms returned from the 624 small quantity generator facilities that will participate in the 2019 mailing event for facilities in Cheshire and Hillsborough counties. The self-certification packages were sent to these facilities by 10/1/19.

Start: 10/1/2019**End:** 9/30/2020**Qty:** 624 Certifications**Auto Calc:** ☒**Completed:** ☐**% Complete:** 23.72

Deliverable: 31789 - Self-Certifications (Rockingham & Strafford) - 1/2019 (FARO, CHRISTIE)					
Description: Self-certification forms returned from the 682 small quantity generator facilities that participated in the 2019 mailing event for facilities in Rockingham and Strafford Sullivan counties. 662 self-certification packages were sent to the facilities on 10/1/2018 and 20 additional packages were sent through 9/30/2019. Of the 682 facilities that received packages from the 2019 mailing round, 22 still need resolution as of 9/30/2019.					
Start: 10/1/2019	End: 9/30/2020	Qty: 22 Certifications	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/>	% Complete: 54.55
Deliverable: 31788 - SQG Referrals For Inspection (FARO, CHRISTIE)					
Description: Refer SQGs from the SQG Self-Certification Section with identified deficiencies and other concerns to the Hazardous Waste Compliance Section for inspection.					
Start: 10/1/2019	End: 9/30/2020	Qty: 6 Inspections	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/>	% Complete: 0.00

Program: HAZARDOUS WASTE PERMIT PROGRAM

Description: The Permitting Program reviews and processes applications for all hazardous waste/RCRA permits. These permits include Standard Treatment, Storage, or Disposal Facility (TSDF) Permits, Transfer Facility Permits, Limited Permits (which allow generators to treat hazardous wastewater) and Emergency Permits. The section provides technical support and engineering assistance to the staff of the HWMB in reviewing generator treatment, permitting considerations for universal and household hazardous waste, pollution prevention, waste stream evaluation, waste reduction and recycling issues.

Start: 7/1/1979**End:****Activity:** Issue Permits

Description: The Permitting Section reviews and processes applications for all hazardous waste/RCRA permits. These permits include Standard Permits, Transfer Facility Permits, Limited Permits and Emergency Permits.

Start: 10/1/2001**End:****Lead Person:** LORCH, ZACHARY**Deliverable:** 31859 - Emergency Permits (LORCH, ZACHARY)

Description: Emergency Permits allow on-site treatment of unstable hazardous wastes so the waste can be safely transported to a permitted, off-site hazardous waste facility for disposal. These permits are issued in response to specific events such as laboratory clean-outs, and as a result it is difficult to predict how many will be requested in a given time period.

Start: 10/1/2019**End:** 9/30/2020**Qty:** 3 Permits Issued**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Deliverable:** 31860 - Limited Permits (LORCH, ZACHARY)

Description: Limited Permits allow hazardous waste generators to treat their own hazardous wastewater.

Start: 10/1/2019**End:** 9/30/2020**Qty:** 15 Permits Issued**Auto Calc:** ☒**Completed:** ☐**% Complete:** 33.33**Deliverable:** 31861 - Transfer Facility Permits (LORCH, ZACHARY)

Description: Transfer Facility Permits allow facilities to receive hazardous wastes generated off site and store it for up to 10 days, at which time the waste must be transported to a permitted, off-site hazardous waste facility for treatment, storage or disposal.

Tradebe Treatment and Recycling Northeast, LLC (formerly United Oil Recovery, Inc.) renewal application has been received and a draft permit is under review.

Heritage-Crystal Clean submitted a new transfer permit application and the application is under review.

Start: 10/1/2019**End:** 9/30/2020**Qty:** 1 Permits Reviewed**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Activity:** Quality Assurance

Description: The Permitting Section is responsible for updating and maintaining the generic Quality Assurance Project Plan (QAPP) for RCRA Subtitle C. The QAPP covers all environmentally related sample collection and analytical activities pertaining to hazardous waste identification. The Lead Person for the Permitting Section is also a member of the NH DES Quality Assurance Team, which maintains the NH DES Quality Management Plan, provides assistance with internal audits, etc.

Start: 10/1/2001**End:****Lead Person:** LORCH, ZACHARY**Deliverable:** 31862 - Complete Annual Quality Assurance System Program Self-Audit (LORCH, ZACHARY)

Description: Per the DES Quality Management Plan (QMP) all DES programs (regardless of funding source) that manage environmental data must report on the status of their QA systems. The purpose of this effort is to help program staff, the QA Team, and the Senior Leadership Team better understand and assess how well the DES QA System is functioning.

Start: 10/1/2019**End:** 9/30/2020**Qty:** 1 Self-Assessments**Auto Calc:** ☒**Completed:** ☒**% Complete:** 100.00

Program: RCRA AUTHORIZATION PROGRAM

Description: The Authorization Program coordinates hazardous waste rulemaking as a result of federal authorization and state requirements. The function of this program is to plan and schedule program activities, coordinate the development of regulations to keep pace with changes in the federal program and changing state needs, and coordinate the development of the state's application to maintain and expand federal authorization of NH's hazardous waste program.

Start: 7/1/1979**End:****Activity:** Maintaining and Expanding Authorization of Hazardous Waste Program by US EPA

Description: Federal law mandates that States must adopt hazardous regulations that are equivalent to and no less stringent than the hazardous waste regulations adopted by the US Environmental Protection Agency. NH is required to submit applications (Program Description, Attorney General's Statement, Memorandum of Agreement) to demonstrate that its hazardous waste program is equivalent to and consistent with the federal program.

Start: 11/3/1981**End:****Lead Person:** BONNER, WENDY**Deliverable:** 32423 - Adopt rules that are equivalent to selected rules adopted by EPA through 6/30/19 (BONNER, WENDY)**Description:****Start:** 10/1/2019**End:** 9/30/2020**Qty:** 1 Rules**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Deliverable:** 32425 - Draft rules that are equivalent to selected rules adopted by EPA through 6/30/19 (BONNER, WENDY)**Description:****Start:** 10/1/2019**End:** 9/30/2020**Qty:** 1 Rules**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Activity:** State Rulemaking Initiatives

Description: Federal and State statutes allow New Hampshire to adopt hazardous waste rules more stringent or broader-in-scope than federal hazardous waste rules

Start: 7/1/1979**End:****Lead Person:** BONNER, WENDY**Deliverable:** 32427 - Adopt rules to implement NH Statutes (BONNER, WENDY)**Description:****Start:** 10/1/2019**End:** 9/30/2020**Qty:** 1 Rules**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Deliverable:** 32429 - Draft rules to implement NH statutes (BONNER, WENDY)**Description:****Start:** 10/1/2019**End:** 9/30/2020**Qty:** 1 Rules**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00

Program: STATE SITES CORRECTIVE ACTION PROGRAM

Description: The State Sites Corrective Action Program combines the technical staff involved with groundwater and hazardous waste corrective action issues, including the RCRA C Corrective Action Program and the Brownfields Program. The work load is divided across multiple program elements including: Brownfields Program implementation, site resolution of "small" but high volume sites through timely (less than 60 days) reviews, resolution of more complex "large" sites, and program development.

Start: 10/1/1999**End:****Activity:** Brownfields**Description:****Start:** 10/1/2001**End:****Lead Person:** MCCLUSKEY, MICHAEL**Deliverable:** 32042 - Enroll two new program participants per year in State Brownfields Covenant Program (MCCLUSKEY, MICHAEL)**Description:****Start:** 10/1/2019**End:** 9/30/2020**Qty:** 2 Sites**Auto Calc:** ☒**Completed:** ☐**% Complete:** 50.00**Deliverable:** 32043 - Make \$400,000 in Revolving Loan Fund (RLF) loans or subgrants per year (MCCLUSKEY, MICHAEL)**Description:****Start:** 10/1/2019**End:** 9/30/2020**Qty:** 400000 Dollars**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Deliverable:** 32044 - Perform site assessments or cleanup planning at two Brownfields sites (MCCLUSKEY, MICHAEL)**Description:****Start:** 10/1/2019**End:** 9/30/2020**Qty:** 2 Sites**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Activity:** Groundwater Management Permit Oversight

Description: Groundwater management permits are a mechanism to establish a groundwater management zone (GMZ) where contaminated groundwater exists. Groundwater quality within the GMZ is monitored until ambient groundwater quality standards are met.

Start: 10/1/2001**End:****Lead Person:** RYDEL, PAUL**Deliverable:** 32045 - Technical review and processing of management permits (including revisions) (RYDEL, PAUL)**Description:** Pertains to Hazwaste and Siteevalhw project types**Start:** 10/1/2019**End:** 9/30/2020**Qty:** 40 Permits Issued**Auto Calc:** ☒**Completed:** ☐**% Complete:** 22.50**Deliverable:** 32046 - Technical review and processing of management permits for closed unlined landfills (RYDEL, PAUL)**Description:** Number of permits processed including revisions for closed unlined landfills**Start:** 10/1/2019**End:** 9/30/2020**Qty:** 30 Permits Issued**Auto Calc:** ☒**Completed:** ☐**% Complete:** 20.00**Activity:** Groundwater Release Detection Permit Oversight

Description: Groundwater release detection permits are a mechanism to protect groundwater resources via early detection of impacts to groundwater quality at lined landfills, lined wastewater lagoon facilities and soil processing facilities.

Start: 10/1/2001**End:****Lead Person:** RYDEL, PAUL**Deliverable:** 32047 - Technical Review and Processing of Release Detection Permits (including revisions) (RYDEL, PAUL)

Description:					
Start: 10/1/2019	End: 9/30/2020	Qty: 4 Permits Issued	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/>	% Complete: 25.00
Activity: Pre-Remedial Program					
Description: Assessment of contaminated sites to determine whether they should be added to CERCLIS, and what is the most effective approach for getting them cleaned up.					
Start: 10/1/2001	End:	Lead Person: KENISON, KARLEE			
Deliverable: 32048 - Reach a Final Assessment Decision (FAD) for a contaminated site (KENISON, KARLEE)					
Description: Goal is 2 to 4 Final Assessment Decisions during the 2016 Grant period					
Start: 10/1/2019	End: 9/30/2020	Qty: 2 Assessments	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/>	% Complete: 0.00
Activity: RCRA Corrective Action					
Description: Oversight of RCRA cleanup activities					
Start: 1/1/2001	End:	Lead Person: BOWEN, DAVID			
Deliverable: 32052 - Achieve Construction Complete (BOWEN, DAVID)					
Description:					
Start: 10/1/2019	End: 9/30/2020	Qty: 2 Facilities/Companies	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/>	% Complete: 0.00
Deliverable: 32054 - Achieve Contaminated Groundwater Migration Under Control (BOWEN, DAVID)					
Description:					
Start: 10/1/2019	End: 9/30/2020	Qty: 1 Facilities/Companies	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/>	% Complete: 0.00
Deliverable: 32056 - Achieve Human Exposures Controlled Under Current Conditions (BOWEN, DAVID)					
Description:					
Start: 10/1/2019	End: 9/30/2020	Qty: 2 Facilities/Companies	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/>	% Complete: 0.00
Deliverable: 32058 - Achieve Sitewide Ready for Anticipated Use (BOWEN, DAVID)					
Description: per epa agreement 0 for FY 2020					
Start: 10/1/2019	End: 9/30/2020	Qty: 1 Facilities/Companies	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/>	% Complete: 0.00
Deliverable: 32060 - Achieve Site-wide Remedy Selection (BOWEN, DAVID)					
Description:					
Start: 10/1/2019	End: 9/30/2020	Qty: 2 Facilities/Companies	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/>	% Complete: 0.00
Deliverable: 32109 - Performance Standards Attained/Corrective Action Process Terminated (BOWEN, DAVID)					
Description: CA900/CA999 - added per EPA FY2020 0 Target for FY2020					
Start: 10/1/2019	End: 9/30/2020	Qty: 1 Actions	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/>	% Complete: 0.00
Deliverable: 32062 - Verify adequacy of financial assurance instruments (BOWEN, DAVID)					
Description:					

Start: 10/1/2019	End: 9/30/2020	Qty: 1 Assessments	Auto Calc:	<input checked="" type="checkbox"/>	Completed:	<input checked="" type="checkbox"/>	% Complete: 200.00
Activity: Site Remediation Oversight							
Description: Oversight of hazardous waste site investigations and cleanups conducted by site owners, consultants, and contractors.							
Start: 10/1/2001	End:	Lead Person: KENISON, KARLEE					
Deliverable: 32049 - Resolve 1 high priority and RCRA C Corrective Action sites (KENISON, KARLEE)							
Description: Resolved sites include those permitted or closed.							
Start: 10/1/2019	End: 9/30/2020	Qty: 1 Sites	Auto Calc:	<input checked="" type="checkbox"/>	Completed:	<input checked="" type="checkbox"/>	% Complete: 100.00
Deliverable: 32050 - Resolve 12 sites (KENISON, KARLEE)							
Description: Resolved sites include those permitted or closed.							
Start: 10/1/2019	End: 9/30/2020	Qty: 12 Sites	Auto Calc:	<input checked="" type="checkbox"/>	Completed:	<input type="checkbox"/>	% Complete: 50.00
Deliverable: 32051 - Review 350 technical documents (KENISON, KARLEE)							
Description:							
Start: 10/1/2019	End: 9/30/2020	Qty: 350 Documents	Auto Calc:	<input checked="" type="checkbox"/>	Completed:	<input type="checkbox"/>	% Complete: 45.43

Program: SUPERFUND PROGRAM

Description: The Department of Environmental Services (DES) continues to provide management assistance to EPA to clean up the 18 NPL sites in New Hampshire and undertake site assessments for sites not yet on the NPL.

Start: 10/1/1999**End:****Activity:** Site Management

Description: This activity involves the management of all remedial investigations and actions at the National Priorities List sites where the State is acting on USEPA's behalf (i.e., delegated authority/State lead), management assistance where USEPA is maintaining lead authority, and management oversight where potentially responsible parties have agreed to conduct remedial activities.

Start: 10/1/2001**End:****Lead Person:** KENISON, KARLEE**Deliverable:** 32039 - 20 groundwater and surface water monitoring events per year (MONGEON, ROBIN)

Description: An event is one synoptic round of monitoring well water elevations or sampling, or residential well sampling.

Start: 10/1/2019**End:** 9/30/2020**Qty:** 20 Events**Auto Calc:** ☒**Completed:** ☐**% Complete:** 70.00**Deliverable:** 32040 - Complete Biennial Quality Assurance System Program Self-Audit (FULLER, ANDREW)**Description:****Start:** 10/1/2019**End:** 9/30/2020**Qty:** 1 Self-Assessments**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Deliverable:** 32041 - Timely review of 300 technical documents per year (MONGEON, ROBIN)

Description: 60 day or less review time for document is the target. Documents include investigation reports, design submittals, and construction documents.

Start: 10/1/2019**End:** 9/30/2020**Qty:** 300 Documents**Auto Calc:** ☒**Completed:** ☐**% Complete:** 16.00

Program: MTBE REMEDIATION BUREAU

Description: The MtBE Remediation Bureau was originally established with money obtained from settlements with gasoline manufacturers and marketers (MtBE Settlement Funds) and now also administers monies from the ExxonMobil trial verdict (Drinking Water and Groundwater Trust Fund (DWGTF)). The MtBE Settlement Funds are jointly administered with NHDOJ under the provisions of a MOU and can address MtBE related problems. The DWGTF is implemented via RSA 485-F as created by SB380.

Start: 4/1/2014

End:

Activity: Implement RSA 485-F (created by SB380)

Description: SB380 creates a Drinking Water and Groundwater Trust Fund which is implemented via RSA 485-F.

Start: 6/30/2016

End:

Lead Person: JURANTY, MICHAEL

Deliverable: 32673 - Drinking Water & Groundwater Trust Fund (HOLMES, ERIN)

Description: Implementation of RSA 485-F. RSA 485-F was promulgated via SB380 and requires the establishment of an Advisory Commission. DES will assist the commission with meetings, development of procedures and reports, implementing commission objectives and awards, and administering expenditures of the DWGTF monies.

Start: 10/1/2019

End: 9/30/2021

Qty: 1 Actions

Auto Calc: ☒

Completed: ☐

% Complete: 0.00

Program: ABOVEGROUND STORAGE TANK PROGRAM

Description: The Aboveground Storage Tank (AST) Program has the responsibility for conducting compliance and facility registration activities for regulated ASTs. The program is 100% State funded by the Fuel Oil Discharge Cleanup Fund and the Oil Pollution Control Fund.

Start: 4/21/1997 **End:**

Activity: Design and Construction Review					
Description:					
Start: 4/21/1997	End:	Lead Person: CORLISS, JR., CHARLES			
Deliverable: 32311 - Review Design Plans for AST Facilities (CORLISS, JR., CHARLES)					
Description:					
Start: 10/1/2019	End: 9/30/2020	Qty: 35 Reviews	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/>	% Complete: 0.00
Activity: Facility Compliance Monitoring					
Description:					
Start: 4/21/1997	End:	Lead Person: CORLISS, JR., CHARLES			
Deliverable: 32312 - On-Site Compliance Inspections at AST Facilities (CORLISS, JR., CHARLES)					
Description:					
Start: 10/1/2019	End: 9/30/2020	Qty: 25 Inspections	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/>	% Complete: 0.00

Program: FEDERAL LUST PROGRAM

Description: The Federal Leaking Underground Storage Tank (LUST) Program managed by DES has the responsibility for the remediation of petroleum contaminated sites where the release occurred from federally regulated underground storage tanks (USTs). This involves emergency response, project management and Groundwater Management Permit oversight to ensure that sites move through investigation to cleanup and site closure in a timely and cost-effective manner. This program is mostly funded by the Federal LUST Trust Cooperative Agreement with limited additional support from the state Petroleum Reimbursement Funds and the state Oil Pollution Control Fund.

Start: 10/1/1986 **End:**

Activity: Site Remediation Oversight				
Description: Project Management				
Start: 10/1/1986	End:	Lead Person: BASTIEN, MARGARET		
Deliverable: 32302 - Review Technical Documents for LUST Sites (BASTIEN, MARGARET)				
Description:				
Start: 10/1/2019	End: 9/30/2020	Qty: 500 Reviews	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/> % Complete: 0.00

Program: PETROLEUM REIMBURSEMENT FUNDS AND CONTAMINATION NOTIFICATION PROGRAM

Description: The Petroleum Reimbursement Funds (Funds) include four separate funds: Oil Discharge and Disposal Cleanup Fund (ODDCF), Fuel Oil Discharge Cleanup Fund, Motor Oil Discharge Cleanup Fund and Gasoline Remediation & Elimination of Ethers Fund. These Funds are managed by DES for the Oil Fund Disbursement Board, which is authorized to adopt rules and distribute reimbursements. These Funds provide financial responsibility (i.e., insurance) to specific sectors of the petroleum industry, and provides monies for clean up of gasoline ether contamination, e.g., MtBE. Each Fund is supported by fees on specific types of imported petroleum products including motor fuels, heating oils and motor oil. The ODDCF is available to owners of regulated motor fuel USTs to address federal financial responsibility requirements. About \$12 million per year is reimbursed to clean up petroleum contaminated sites.

Under the groundwater contamination Notification Program, DES notifies owners of properties with on-site water supply wells when contamination is detected in groundwater at nearby locations. All property owners within 500 feet of a (confirmed) groundwater contamination detection location receive notification by certified mail.

Start: 7/1/1988**End:****Activity:** Gasoline Ether Fund Claims Processing**Description:****Start:** 1/29/2002**End:****Lead Person:** MARTS, JENNIFER**Deliverable:** 32314 - Process Gasoline Ether Claims (MARTS, JENNIFER)**Description:** Approve Claims for Gasoline Ethers**Start:** 10/1/2019**End:** 9/30/2020**Qty:** 55 Claims**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Activity:** Groundwater Contamination Notification**Description:** Complete notification(s) within 30 days of contamination discovery confirmation.**Start:** 7/1/2002**End:****Lead Person:** BASTIEN, MARGARET**Deliverable:** 32315 - Complete notification(s) within 30 days of contamination discovery confirmation (MARTS, JENNIFER)**Description:****Start:** 10/1/2019**End:** 9/30/2020**Qty:** 75 Notifications**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Deliverable:** 32316 - Locations receiving notifications (BASTIEN, MARGARET)**Description:** The number of sites that received a notification form because of possible contamination**Start:** 8/31/2019**End:** 9/30/2020**Qty:** 75 Letters**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Activity:** Petroleum Funds Claims Processing**Description:****Start:** 10/1/2001**End:****Lead Person:** MARTS, JENNIFER**Deliverable:** 32317 - Process Reimbursement Claims (MARTS, JENNIFER)**Description:** Approve non-Gasoline Ether claims**Start:** 10/1/2019**End:** 9/30/2020**Qty:** 1800 Percent**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00

Program: SAFETANK PROGRAM

Description:

Start: 7/1/1999 **End:**

Activity: Financial Assistance for Residential Heating Oil Tank Upgrade				
Description:				
Start: 7/1/1999	End:	Lead Person: AL-EGAILY, GENEVIEVE		
Deliverable: 32320 - Process Financial Assistance Applications for Residential Heating Oil Tank Upgrade (CORLISS, JR., CHARLES)				
Description:				
Start: 10/1/2019	End: 9/30/2020	Qty: 140 Reviews	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/> % Complete: 0.00

Program: SPILL RESPONSE AND COMPLAINT INVESTIGATION PROGRAM

Description: (NOTE: THE ORIGINAL SIS [Special Investigations Section] WAS REORGANIZED INTO THIS PROGRAM -- RECOMMEND PULLING THE FULL PROGRAM INFORMATION FROM ITS ORIGINAL LOCATION) The Spill Response and Complaint Investigation Program is responsible for managing and directing petroleum and hazardous waste spill prevention, preparedness & response activities and petroleum, solid waste, & hazardous waste complaint investigations. At least one staff member is on-call for spill response at all times.

Start: 7/1/1971**End:****Activity:** Complaint Investigation**Description:****Start:** 10/10/2005**End:****Lead Person:** WARR, WILLIAM**Deliverable:** 32321 - Investigate All Reported Petroleum, Hazardous Waste and Solid Waste Complaints (WARR, WILLIAM)**Description:** Note: actual goal is to respond to 100% of all complaints regardless of the actual number of reports.**Start:** 10/1/2019**End:** 9/30/2020**Qty:** 25 Complaints**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Activity:** Spill Preparedness**Description:****Start:** 7/1/1971**End:****Lead Person:** WARR, WILLIAM**Deliverable:** 32322 - Homeland Security and Emergency Response Coordination (WARR, WILLIAM)**Description:** EPA will continue to work with the New England states on Homeland Security and emergency response readiness issues through routine, day-to-day coordination and the existing Regional Response Team mechanism.**Start:** 10/1/2019**End:** 9/30/2020**Qty:** 1 Initiatives**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Activity:** Spill Response**Description:****Start:** 7/1/1971**End:****Lead Person:** WARR, WILLIAM**Deliverable:** 32325 - Respond to All Reported Spills (WARR, WILLIAM)**Description:** Note: actual goal is to respond in a timely manner to 100% of reported spills regardless of the actual number.**Start:** 1/1/2020**End:** 12/31/2020**Qty:** 37 Spills**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Deliverable:** 32324 - Respond to All Reported Spills (WARR, WILLIAM)**Description:** Note: actual goal is to respond in a timely manner to 100% of reported spills regardless of the actual number.**Start:** 1/1/2019**End:** 12/31/2019**Qty:** 37 Spills**Auto Calc:** ☒**Completed:** ☒**% Complete:** 494.59

Program: STATE PETROLEUM REMEDIATION PROGRAM

Description: The State Petroleum Remediation Program investigates and remediates petroleum spills at sites which are not covered by the federally-regulated Underground Storage Tank (UST) program. These sites consist of heating oil USTs, petroleum Aboveground Storage Tanks (AST) and in-land oil spills not associated with storage facilities (spills from petroleum tanker trucks, etc.). Funding for this program is provided through the Petroleum Reimbursement Funds, the Oil Pollution Control Fund and responsible parties. The sites in the State Petroleum Remediation Program require active project management and Groundwater Management Permit oversight to ensure that sites move from discovery to cleanup and closure in a timely and cost-effective way.

Start: 7/1/1971**End:****Activity:** Site Remediation Oversight (Project Management)**Description:****Start:** 7/1/1971**End:****Lead Person:** BASTIEN, MARGARET**Deliverable:** 32318 - Close State Petroleum Sites (BASTIEN, MARGARET)

Description: Number of state regulated petroleum sites (LAST, MOST, ETHER, FUEL, OPUF, SPILL/RLS, H2OSAMPLE, IRSPILL, SITEVAL) closed during the reporting period. The number of project closed resulting from motor fuel releases (i.e., LUST and some MOST) regulated by EPA is negotiated separately as part of the LUST Trust Grant and not included in this count.

Start: 10/1/2019**End:** 9/30/2020**Qty:** 50 Closures**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Deliverable:** 32319 - Review Technical Documents for State Petroleum Sites (BASTIEN, MARGARET)

Description: Number of technical documents reviewed by PRS project managers for state regulated petroleum projects (ETHER, FUEL, LAST, MOST, OPUF, SPILL/RLS, H2OSAMPLE, IRSPILL, SITEVAL).

Start: 10/1/2019**End:** 9/30/2020**Qty:** 1000 Reviews**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00

Program: UNDERGROUND STORAGE TANK PROGRAM

Description: The Underground Storage Tank (UST) Program has the responsibility for conducting active compliance and permitting activities for regulated USTs. The program is partially funded by a federal LUST Prevention grant but is mainly funded from the State Oil Pollution Control Fund. The UST program reviews engineered design plan submittals for completeness, approves construction of systems meeting regulatory requirements, and performs backfill and installation inspections for new or modified UST systems to ensure that installation was per the approved plan. The UST section also performs on-site operational compliance inspections and compliance record reviews and conducts enforcement actions as required to ensure compliance.

Start: 10/1/1986**End:****Activity:** Design & Construction Review**Description:****Start:** 10/1/1986**End:****Lead Person:** CORLISS, JR., CHARLES**Deliverable:** 32326 - Inspect Construction at New or Substantially Modified UST Facilities (CORLISS, JR., CHARLES)**Description:****Start:** 10/1/2019**End:** 9/30/2020**Qty:** 35 Inspections**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Deliverable:** 32485 - Review Design Plans for UST Facilities (CORLISS, JR., CHARLES)**Description:****Start:** 10/1/2019**End:** 9/30/2020**Qty:** 35 Reviews**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Activity:** Enforcement**Description:****Start:** 10/1/1986**End:****Lead Person:** CORLISS, JR., CHARLES**Deliverable:** 32328 - Enforcement Action Against UST Facilities in Substantial Non-Compliance (CORLISS, JR., CHARLES)**Description:** This includes Intent to Red Tag and/or Red Tag (Output equals total number of tanks - sum of Intent to Red-Tag tanks and Red-Tag tanks)**Start:** 10/1/2019**End:** 9/30/2020**Qty:** 1 Acres**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Activity:** Facility Compliance Monitoring**Description:****Start:** 10/1/1986**End:****Lead Person:** CORLISS, JR., CHARLES**Deliverable:** 32329 - Inspect all federally regulated UST facilities once every 3 yrs (CORLISS, JR., CHARLES)**Description:** Maintain 3 year inspection schedule.**Start:** 10/1/2019**End:** 9/30/2020**Qty:** 178 Inspections**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Deliverable:** 32330 - Train UST Operator (CORLISS, JR., CHARLES)**Description:** Track the number of operators trained either directly by DES or by a training program approved by DES**Start:** 10/1/2019**End:** 9/30/2020**Qty:** 121 Operators**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Activity:** Gasoline Vapor Recovery**Description:**

Start: 10/1/2002		End:	Lead Person: CORLISS, JR., CHARLES		
Deliverable: 32331 - Number of Stage I inspections performed (CORLISS, JR., CHARLES)					
Description:					
Start: 10/1/2019	End: 9/30/2020	Qty: 138 Inspections	Auto Calc:	<input checked="" type="checkbox"/>	Completed: <input type="checkbox"/> % Complete: 0.00
Deliverable: 32332 - Number of Stage II inspections performed (CORLISS, JR., CHARLES)					
Description:					
Start: 10/1/2019	End: 9/30/2020	Qty: 41 Inspections	Auto Calc:	<input checked="" type="checkbox"/>	Completed: <input type="checkbox"/> % Complete: 0.00

Program: ASSURE PROPER MANAGEMENT OF SOLID WASTE AT ACTIVE SW FACILITIES

Description: The SWMB assures proper management of solid waste at active permitted facilities. The activities and deliverables for this program come from the Efficiency Budget Form-B, WMD-6.

Start: 10/1/2017**End:****Activity:** Enforcement Actions

Description: Non-court enforcement actions and compliance letters (LODs NPVs, AOs, AFs, LOCs, AFCs, NOCs, Requests for Attorney General representation and referrals for court enforcement actions (RFAs and RFEs) and reports of environmental criminal activity to outside law enforcement agencies) taken or issued that involve active solid waste facilities.

Start: 7/1/2018**End:****Lead Person:** SONDEREGGER, DEBRA**Activity:** Groundwater Release Detection Permit Reviews

Description: Groundwater Release Detection Permit regulatory submittal reviews completed.

Start: 10/1/2017**End:****Lead Person:** O'ROURKE, JAMES**Activity:** Inspections

Description: Inspections of operating and under construction facilities completed.

Start: 10/1/2017**End:****Lead Person:** WATSON, DONALD**Activity:** Notices of Non-Compliance for Groundwater Release Detection Permits

Description: Notices of Non-Compliance for Groundwater Release Detection Permits for inactive/closed solid waste facilities.

Start: 10/1/2017**End:****Lead Person:** O'ROURKE, JAMES**Activity:** Regulatory Reviews Completed

Description: Operating and proposed solid waste facility regulatory reviews completed.

Start: 10/1/2017**End:****Lead Person:** COLBY, JAIME**Deliverable:** 32860 - Number of Application Reviews Completed (COLBY, JAIME)

Description: Permit application reviews completed, whether approved or denied, for active facilities. Applications include those for new permits and permit modifications. The number of application reviews completed is taken from the Solid Waste Database for facilities marked "Proposed" or "Operating," and includes application activities marked with an activity status of "Done."

Start: 10/1/2019**End:** 9/30/2020**Qty:** 30 Applications**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Deliverable:** 32997 - Number of Report Reviews Completed (COLBY, JAIME)

Description:		Report reviews completed for active facilities. Reports include, but are not limited to, annual facility reports, quarterly operating reports, tri-annual leachate reports, and incident reports. The number of report reviews completed is taken from the Solid Waste Database for facilities marked "Proposed" or "Operating," and includes reports marked with an activity status of "Done."					
Start: 10/1/2019	End: 9/30/2020	Qty: 65 Reports, Final	Auto Calc:	<input checked="" type="checkbox"/>	Completed:	<input type="checkbox"/>	% Complete: 0.00
Activity: Solid Waste Facility Operators Trained							
Description:		The Solid Waste Operator Training & Certification Program was implemented in 1989 to train any operator working at a permitted Solid Waste Facility. Program activities were not documented until March of 2016, when a Coordinator was hired that was dedicated to the program. There are approximately 1,300 operators that work at over 300 permitted SW facilities in the state.					
Start: 10/1/2017	End:	Lead Person: ALBERT, TARA					
Deliverable: 32406 - No. Attendees at Basic Training Events (ALBERT, TARA)							
Description:		Operators trained at Basic Training. Includes operators who are either attending Basic Training for the first time or who are recertifying after allowing their certification to lapse. The comments will reflect where and when the classes took place.					
Start: 10/1/2019	End: 9/30/2020	Qty: 240 Attendees	Auto Calc:	<input checked="" type="checkbox"/>	Completed:	<input type="checkbox"/>	% Complete: 30.00
Deliverable: 32407 - No. Attendees at NHDES Hosted CPD Events (ALBERT, TARA)							
Description:		Operators trained at a NHDES hosted CPD Event. The comments will reflect the course title, date and location.					
Start: 10/1/2019	End: 9/30/2020	Qty: 1000 Attendees	Auto Calc:	<input checked="" type="checkbox"/>	Completed:	<input type="checkbox"/>	% Complete: 20.10
Deliverable: 32408 - No. of Renewals submitted with non-NHDES Hosted CPD Events (ALBERT, TARA)							
Description:		Operators trained using third-party CPD. Based on the number of renewal applications submitted to the SWOT Program that have third-party training included as CPD.					
Start: 10/1/2019	End: 9/30/2020	Qty: 400 Applications, Certification	Auto Calc:	<input checked="" type="checkbox"/>	Completed:	<input type="checkbox"/>	% Complete: 25.00

Program: REPORTING & INFORMATION MANAGEMENT

Description: The Reporting & Information Management Program (RIMS) is responsible for the implementation of all information management functions relative to the Resource Conservation and Recovery Act (RCRA) Subtitle C program. Activities include: maintaining the HazWims database of Hazardous Waste Generators and updating the EPA RCRA Database (RCRA Info) through data transfer; collecting and processing the required biennial report to EPA; collection and processing of hazardous waste manifests; management of the hazardous waste fee program; tracking declassification requests; and re-engineering information management to meet the changing business needs of the RCRA program.

Start: 10/1/1999**End:****Activity:** Accounts Receivable

Description: Delinquent accounts as well as the number of letters sent to pursue payments for Hazardous Waste Quarterly Activity Reports.

Start: 10/1/2008**End:****Lead Person:** MICHEL, MARIA**Deliverable:** 32486 - Delinquent Letters Issued (MICHEL, MARIA)

Description: Number of delinquent letters sent for delinquent Hazardous Waste Quarterly Activity Reports.

Start: 10/1/2019**End:** 9/30/2020**Qty:** 100 Letters**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Activity:** Manifest Data Collection to aid with Biennial Reporting

Description: Collect and process Biennial Report information through manifests and notification forms. Process and compile information and translate to EPA Region 1.

Start: 10/2/2001**End:****Lead Person:** MICHEL, MARIA**Deliverable:** 32836 - Collect Data for Biennial Report (MICHEL, MARIA)

Description: Number of manifests entered into the database.

Start: 10/1/2019**End:** 9/30/2020**Qty:** 6000 Forms**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Deliverable:** 32487 - Declassification Forms Processed (MICHEL, MARIA)

Description: Declassification Forms Received & Processed for Hazardous Waste Generators.

Start: 10/1/2019**End:** 9/30/2020**Qty:** 20 Forms**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Deliverable:** 32489 - Notification Forms Processed (MICHEL, MARIA)**Description:****Start:** 10/1/2019**End:** 9/30/2020**Qty:** 450 Forms**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00

Division / Bureau: WATER DIVISION - ALTERATION OF TERRAIN**Program:** ALTERATION OF TERRAIN PROGRAM**Description:** Permitting program for erosion and stormwater controls for projects which cause earth disturbance of greater than 100,000 sq. ft (50,000 within Protected Shoreland).**Start:** 10/1/1999**End:****Activity:** Permitting**Description:****Start:** 10/1/1999**End:****Lead Person:** MAUCK, RIDGELY**Deliverable:** 32832 - Applications Reviewed (MAUCK, RIDGELY)**Description:****Start:** 10/1/2019**End:** 9/30/2020**Qty:** 175 Reviews**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Deliverable:** 32833 - Amended Permits Issued (MAUCK, RIDGELY)**Description:****Start:** 10/1/2019**End:** 9/30/2020**Qty:** 50 Amendments**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Deliverable:** 32834 - Applications Received (MAUCK, RIDGELY)**Description:****Start:** 10/1/2019**End:** 9/30/2020**Qty:** 175 Applications**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Deliverable:** 32835 - Permits issued (MAUCK, RIDGELY)**Description:****Start:** 10/1/2019**End:** 9/30/2020**Qty:** 170 Permits Issued**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00

Program: DAM BUREAU**Description:** The dam bureau has existed in some form since the late 1930's.**Start:** 10/1/1999**End:****Activity:** Annual Dam Registration Fees**Description:** Per RSA 482:8a, Env-Wr 303.01 the Annual Dam Registration fee is collected annually.**Start:** 10/1/1999**End:****Lead Person:** BAILLARGEON, NANCY**Deliverable:** 31965 - Annual Dam Registration Fee Invoices Sent (BAILLARGEON, NANCY)**Description:** The # of ADRF bills sent by 10/31 per Env-Wr303.01 and RSA 482:8-a**Start:** 10/1/2019**End:** 9/30/2020**Qty:** 456 Invoices**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Deliverable:** 31966 - Annual Dam Registration Fees Received (BAILLARGEON, NANCY)**Description:** The monies received from ADRF invoices.**Start:** 10/1/2019**End:** 9/30/2020**Qty:** 494200 Dollars**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Activity:** Collection of Fines due to non payment of Annual Dam Registration Fees**Description:** Pursuant to ENVC613.02e fines are calculated for nonpayment of ADRF required by 482:8a. Any fines collected are deposited in the Dam Maintenance Revolving loan fund per RSA 482:55-a. This was established to provide low interest loans for the maintenance, repair, or reconstruction of privately owned dams.**Start:** 10/1/2010**End:****Lead Person:** BAILLARGEON, NANCY**Deliverable:** 31967 - Notices of Past Due ADRFs (BAILLARGEON, NANCY)**Description:** The # of second notices for past due Annual Dam Registration Fees issued, Env-Wr 303.01c**Start:** 10/1/2019**End:** 9/30/2020**Qty:** 45 Invoices**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Deliverable:** 31968 - NPF Hearings for unpaid ADRFs (BAILLARGEON, NANCY)**Description:** The # of Notice of Proposed Fine Hearings for past due Annual Dam Registration Fees held - Decisions issued**Start:** 10/1/2019**End:** 9/30/2020**Qty:** 2 Hearings**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Deliverable:** 31969 - NPFs for unpaid ADRF (BAILLARGEON, NANCY)**Description:** The # of Notice of Proposed Fines issued for past due Annual Dam Registration Fees**Start:** 10/1/2019**End:** 9/30/2020**Qty:** 2 Notices**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Activity:** Emergency Action Planning for non State owned H & S hazard dams by dam owners**Description:** Per Env-wr 500 EAP's are required for significant and high hazard dams.**Start:** 10/1/1999**End:****Lead Person:** BAILLARGEON, NANCY**Deliverable:** 31970 - Non State owned Dam EAPs tested (BAILLARGEON, NANCY)**Description:** The # of non state owned Dam EAP have been tested.**Start:** 10/1/2019**End:** 9/30/2020**Qty:** 40 Tests**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00

Deliverable: 31972 - Non State owned Dam EAPs updated (BAILLARGEON, NANCY)					
Description: The # of non state owned Dam EAPs that have been updated.					
Start: 10/1/2019	End: 9/30/2020	Qty: 60 EAPs (Emergency Action Plans)	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/>	% Complete: 0.00
Activity: Facilitate the Restoration of Rivers					
Description: To facilitate the restoration of rivers and the elimination of safety hazards through selective dam removals.					
Start: 10/1/2002	End:	Lead Person: BAILLARGEON, NANCY			
Deliverable: 31973 - Correspondence requesting funding for dam removal projects (THOMAS, WILLIAM)					
Description: The # of official letters/applications/formal emails, etc submitted to river restoration advocates requesting funding for dam removal projects.					
Start: 10/1/2019	End: 9/30/2020	Qty: 5 Letters	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/>	% Complete: 0.00
Deliverable: 31974 - Dam Owners consulted about Dam removal (THOMAS, WILLIAM)					
Description: The # of Dam owners consulted to assess the feasibility of Dam removal					
Start: 10/1/2019	End: 9/30/2020	Qty: 5 Dams	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/>	% Complete: 0.00
Deliverable: 31975 - Dam removal projects completed (THOMAS, WILLIAM)					
Description: The # of dam removal projects that have been completed regarding the Dam Safety aspect					
Start: 10/1/2019	End: 9/30/2020	Qty: 5 Projects	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/>	% Complete: 0.00
Deliverable: 31977 - Dam removal projects permitted (THOMAS, WILLIAM)					
Description: The # of dam removal projects that have received permit approvals from ACOE and/or DES for Wetlands (includes Dam Safety and Cultural Resources)					
Start: 10/1/2019	End: 9/30/2020	Qty: 5 Projects	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/>	% Complete: 0.00
Activity: Permitting the Construction of New Dams and Reconstruction of Existing Dams					
Description: Per Env-wr 400 any person wishing to construct a dam must submit a permit.					
Start: 10/1/1999	End:	Lead Person: BAILLARGEON, NANCY			
Deliverable: 31978 - Authorization to fill (BAILLARGEON, NANCY)					
Description: The # of authorizations to fill issued.					
Start: 10/1/2019	End: 9/30/2020	Qty: 4 Dams	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/>	% Complete: 0.00
Deliverable: 31979 - Dam Permits issued (BAILLARGEON, NANCY)					
Description: The # of Dam permits issued by the Dam Safety Section					
Start: 10/1/2019	End: 9/30/2020	Qty: 10 Permits Issued	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/>	% Complete: 0.00
Deliverable: 32512 - Permit applications received (BAILLARGEON, NANCY)					
Description: The # of permit applications received by Dam Bureau					
Start: 10/1/2019	End: 9/30/2020	Qty: 15 Applications	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/>	% Complete: 0.00
Deliverable: 32513 - Requests for additional information (BAILLARGEON, NANCY)					
Description: The # of letters sent to applicants requesting additional information for review of dam permit applications					

Start: 10/1/2019	End: 9/30/2020	Qty: 10 Requests	Auto Calc:	<input checked="" type="checkbox"/>	Completed:	<input type="checkbox"/>	% Complete: 0.00
Activity: Precipitation Events/Emergency Operations Center							
Description: The Dam Bureau sometimes responds to high precipitation events that are not necessarily considered an emergency situation, however it still represents a significant allocation of resources to respond to provide services to the residents of the state.							
Start: 10/1/2008	End:	Lead Person: BAILLARGEON, NANCY					
Deliverable: 32514 - Number of times the Dam Bureau manned the EOC for flood/disaster events (BAILLARGEON, NANCY)							
Description: The # of times the Dam Bureau manned the Emergency Operations Center for flood/disaster events as called for by others. This represents a major allocation of resources.							
Start: 10/1/2019	End: 9/30/2020	Qty: 4 Events	Auto Calc:	<input checked="" type="checkbox"/>	Completed:	<input type="checkbox"/>	% Complete: 0.00
Deliverable: 32515 - Number of weather events responded to (BAILLARGEON, NANCY)							
Description: The # of weather events responded to. These events may be large storms that do not require EOC activation.							
Start: 10/1/2019	End: 9/30/2020	Qty: 4 Events	Auto Calc:	<input checked="" type="checkbox"/>	Completed:	<input type="checkbox"/>	% Complete: 0.00
Activity: Public Outreach							
Description: Most staff are involved in various avenues of public outreach, and a public outreach position was created in 2001.							
Start: 10/1/1999	End:	Lead Person: BAILLARGEON, NANCY					
Deliverable: 32516 - Distribution of DES Dam Safety Newsletters or informational emails to dam owners (BAILLARGEON, NANCY)							
Description: The # of newsletters or informational emails sent to dam owners.							
Start: 10/1/2019	End: 9/30/2020	Qty: 4 Newsletters	Auto Calc:	<input checked="" type="checkbox"/>	Completed:	<input type="checkbox"/>	% Complete: 0.00
Deliverable: 32517 - Outreach events (BAILLARGEON, NANCY)							
Description: The # of dam related outreach/education events conducted or participated in by staff.							
Start: 10/1/2019	End: 9/30/2020	Qty: 15 Outreach Activities	Auto Calc:	<input checked="" type="checkbox"/>	Completed:	<input type="checkbox"/>	% Complete: 0.00
Deliverable: 32518 - Training received (BAILLARGEON, NANCY)							
Description: The # of dam related training events attended by staff.							
Start: 10/1/2019	End: 9/30/2020	Qty: 35 Training Sessions	Auto Calc:	<input checked="" type="checkbox"/>	Completed:	<input type="checkbox"/>	% Complete: 0.00
Activity: Safety Inspections of Non Menace Dams							
Description: Per Env-wr 302.02 certain non hazard dams are required to be inspected at certain intervals, also non hazard dams are inspected at request.							
Start: 10/1/1999	End:	Lead Person: BAILLARGEON, NANCY					
Deliverable: 32560 - Inspections of NM dams (BAILLARGEON, NANCY)							
Description: The # of inspections of Non Menace, non state owned dams as requested or required							
Start: 10/1/2019	End: 9/30/2020	Qty: 15 Inspections	Auto Calc:	<input checked="" type="checkbox"/>	Completed:	<input type="checkbox"/>	% Complete: 0.00
Deliverable: 32520 - The # of newly constructed Non Menace Dams (BAILLARGEON, NANCY)							
Description: The # of Non Menace, non state owned, newly constructed, not reconstructed, dams							
Start: 10/1/2019	End: 9/30/2020	Qty: 5 Dams	Auto Calc:	<input checked="" type="checkbox"/>	Completed:	<input type="checkbox"/>	% Complete: 0.00

Deliverable: 32561 - The # of NOI letters issued for Non Menace dams (BAILLARGEON, NANCY)					
Description: The # of NOI letters issued to Non Menace, non state owned Dam owners					
Start: 10/1/2019	End: 9/30/2020	Qty: 5 Letters	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/>	% Complete: 0.00
Deliverable: 32522 - The # of Non Menace, non state dams that reconstruction/major repairs are ongoing (BAILLARGEON, NANCY)					
Description: The # of Non Menace, non state owned dams where reconstruction/major repairs, due to hydraulic or structural deficiencies, is ongoing but not complete.					
Start: 10/1/2019	End: 9/30/2020	Qty: 5 Dams	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/>	% Complete: 0.00
Deliverable: 32523 - The # of Non Menace, non state dams that reconstruction/major repairs have been completed (BAILLARGEON, NANCY)					
Description: The # of Non Menace, non state owned dams that have had reconstruction/major repairs, due to hydraulic or structural deficiencies, completed.					
Start: 10/1/2019	End: 9/30/2020	Qty: 5 Dams	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/>	% Complete: 0.00
Activity: Safety Inspections of Regulated Dams					
Description: Per Env-Wr 302.02 dams are required to be inspected at certain intervals.					
Start: 10/1/1999	End:	Lead Person: BAILLARGEON, NANCY			
Deliverable: 32524 - Hazard Classification Changes (BAILLARGEON, NANCY)					
Description: The # of dams that had hazard classification changes.					
Start: 10/1/2019	End: 9/30/2020	Qty: 6 Dams	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/>	% Complete: 0.00
Deliverable: 32525 - Hazardous, non state owned, dams that reconstruction is ongoing but not completed (BAILLARGEON, NANCY)					
Description: The # of hazardous, non state owned dams that have reconstruction/major repairs, due to hydraulic or structural deficiencies, is ongoing but not completed.					
Start: 10/1/2019	End: 9/30/2020	Qty: 5 Dams	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/>	% Complete: 0.00
Deliverable: 32526 - Hazardous, non state owned, dams that reconstruction/major repairs have been completed. (BAILLARGEON, NANCY)					
Description: The # of hazardous, non state owned dams that reconstruction/major repairs, due to hydraulic or structural deficiencies, has been completed.					
Start: 10/1/2019	End: 9/30/2020	Qty: 5 Dams	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/>	% Complete: 0.00
Deliverable: 32527 - Inspection reports completed for H, S or L hazard dams (BAILLARGEON, NANCY)					
Description: The # of inspection reports or memos completed for H, S & L hazard dams.					
Start: 10/1/2019	End: 9/30/2020	Qty: 125 Reports, Final	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/>	% Complete: 0.00
Deliverable: 32528 - Inspections completed per year for H, S or L hazard dams (BAILLARGEON, NANCY)					
Description: The # of inspections of hazardous dams. By law the Dam Bureau is required to inspect the hazardous dams on a particular interval dependant upon classification.					
Start: 10/1/2019	End: 9/30/2020	Qty: 150 Inspections	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/>	% Complete: 0.00
Deliverable: 32529 - Newly constructed hazardous dams (BAILLARGEON, NANCY)					
Description: The # of newly constructed, not reconstructed, hazardous dams. Not state owned.					
Start: 10/1/2019	End: 9/30/2020	Qty: 2 Dams	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/>	% Complete: 0.00
Deliverable: 32530 - Number of AOs issued for H, S or L hazard dams (BAILLARGEON, NANCY)					
Description: The # of Administrative Orders issued for hazardous dams.					

Start: 10/1/2019	End: 9/30/2020	Qty: 2 Administrative Orders	Auto Calc: X	Completed: <input type="checkbox"/>	% Complete: 0.00
Deliverable: 32532 - Number of Dam failures, breaches or incidents (BAILLARGEON, NANCY)					
Description: The # and basic information regarding dam failures, breaches or incidents.					
Start: 10/1/2019	End: 9/30/2020	Qty: 3 Dams	Auto Calc: X	Completed: <input type="checkbox"/>	% Complete: 0.00
Deliverable: 32533 - Number of LODs issued for H, S or L hazard dams (BAILLARGEON, NANCY)					
Description: The # of Letters of Deficiency issued for hazardous dams.					
Start: 10/1/2019	End: 9/30/2020	Qty: 65 LODs (Letters of Deficiency)	Auto Calc: X	Completed: <input type="checkbox"/>	% Complete: 0.00
Deliverable: 32534 - Number of MODs issued for State owned H, S or L hazard dams (BAILLARGEON, NANCY)					
Description: The # of Memos of Definciency issued for state owned hazardous dams.					
Start: 10/1/2019	End: 9/30/2020	Qty: 15 Memos	Auto Calc: X	Completed: <input type="checkbox"/>	% Complete: 0.00
Deliverable: 32535 - Number of NOIs issued for H, S & L hazard dams (BAILLARGEON, NANCY)					
Description: The # of Notice Of Inspections issued for hazardous dams.					
Start: 10/1/2019	End: 9/30/2020	Qty: 20 Notices	Auto Calc: X	Completed: <input type="checkbox"/>	% Complete: 0.00
Deliverable: 32536 - Risk reduction measures taken (BAILLARGEON, NANCY)					
Description: The dams that have had their impoundment lowered or had other risk reduction measures taken to temporarily lower their hazard.					
Start: 10/1/2019	End: 9/30/2020	Qty: 2 Dams	Auto Calc: X	Completed: <input type="checkbox"/>	% Complete: 0.00
Activity: Special Projects					
Description: The Dam Bureau is assigned various special projects, including but not limited to Lake Level Investigations, Natural Mean High Water Mark determinations, contracts (and amendments) with consultants/others, MOU's with municipalities/other agencies and other special projects that vary in complexity.					
Start: 7/31/2008	End:	Lead Person: BAILLARGEON, NANCY			
Deliverable: 32537 - Number of G&C and fiscal requests submitted (BAILLARGEON, NANCY)					
Description: The # of G&C and fiscal requests submitted related to dam projects.					
Start: 10/1/2019	End: 9/30/2020	Qty: 10 Requests	Auto Calc: X	Completed: <input type="checkbox"/>	% Complete: 0.00
Deliverable: 32538 - Number of Lake Level Investigations assigned (BAILLARGEON, NANCY)					
Description: The # of of Lake Level Investigations assigned, Env-Wr 102.					
Start: 10/1/2019	End: 9/30/2020	Qty: 1 Investigations	Auto Calc: X	Completed: <input type="checkbox"/>	% Complete: 0.00
Deliverable: 32541 - Number of Lake Level Investigations completed (BAILLARGEON, NANCY)					
Description: The # of Lake Level Investigations completed, Env-Wr 102.					
Start: 10/1/2019	End: 9/30/2020	Qty: 1 Investigations	Auto Calc: X	Completed: <input type="checkbox"/>	% Complete: 0.00
Deliverable: 32540 - Number of NMHWM determinations assigned (BAILLARGEON, NANCY)					
Description: The # of Natural Mean High Water Marks determinations assigned, Env-Wr 102.					
Start: 10/1/2019	End: 9/30/2020	Qty: 1 Determinations	Auto Calc: X	Completed: <input type="checkbox"/>	% Complete: 0.00
Deliverable: 32542 - Number of NMHWM determinations completed (BAILLARGEON, NANCY)					

Description:		The # of Natural Mean High Water Marks determinations completed, Env-Wr 102.			
Start: 10/1/2019	End: 9/30/2020	Qty: 1 Determinations	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/>	% Complete: 0.00
Deliverable: 32543 - Number of other special projects assigned (BAILLARGEON, NANCY)					
Description:		The # of other special projects assigned.			
Start: 10/1/2019	End: 9/30/2020	Qty: 4 Projects	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/>	% Complete: 0.00
Deliverable: 32544 - Number of special projects completed (BAILLARGEON, NANCY)					
Description:		The # of special projects completed.			
Start: 10/1/2019	End: 9/30/2020	Qty: 4 Projects	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/>	% Complete: 0.00

Program: OPERATION AND MAINTENANCE OF STATE-OWNED DAMS**Description:** The maintenance section operates and maintains the DES owned dams, and as of June 2001 maintains the NH F&G dams.**Start:** 10/1/1999**End:****Activity:** Collection of Hydrologic Data**Description:** To assist in operation the state owned dams 35 gauging and weather stations are placed.**Start:** 10/1/2008**End:****Lead Person:** MATTAINI, DANIEL**Deliverable:** 32545 - Number of station maintained (BAILLARGEON, NANCY)**Description:** The # of gauging or weather stations that the Dam Bureau operated and maintained.**Start:** 10/1/2019**End:** 9/30/2020**Qty:** 39 Stations**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Deliverable:** 32546 - Number of stations added (BAILLARGEON, NANCY)**Description:** The # of gauging or weather stations that the Dam Bureau added.**Start:** 10/1/2019**End:** 9/30/2020**Qty:** 3 Stations**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Activity:** Emergency Action Planning for State owned H & S hazard dams**Description:** Per Env-Wr 500 EAP's are required for high and significant hazard dams.**Start:** 10/1/2010**End:****Lead Person:** BAILLARGEON, NANCY**Deliverable:** 32547 - State owned EAPs tested (BAILLARGEON, NANCY)**Description:** The # of state owned EAPs that have been tested.**Start:** 10/1/2019**End:** 9/30/2020**Qty:** 25 Tests**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Deliverable:** 32548 - State owned EAPs updated (BAILLARGEON, NANCY)**Description:** The # of state owned EAPs that were reviewed and/or updated.**Start:** 10/1/2019**End:** 9/30/2020**Qty:** 20 EAPs (Emergency Action Plans)**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Activity:** Maintenance of State-Owned Dams**Description:** To ensure the safety of dams in the state.**Start:** 10/1/1999**End:****Lead Person:** BAILLARGEON, NANCY**Deliverable:** 32549 - DES dams that reconstruction/major repairs are ongoing (BAILLARGEON, NANCY)**Description:** The # of DES dams where reconstruction/major repairs, due to hydraulic or structural deficiencies, is ongoing but not completed.**Start:** 10/1/2019**End:** 9/30/2020**Qty:** 3 Dams**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Deliverable:** 32551 - DES dams that reconstruction/major repairs have been completed (BAILLARGEON, NANCY)**Description:** The # of DES dams that have had reconstruction/major repairs, due to hydraulic or structural deficiencies, completed.**Start:** 10/1/2019**End:** 9/30/2020**Qty:** 3 Dams**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Deliverable:** 32552 - F&G dams that reconstruction/major repairs are ongoing (BAILLARGEON, NANCY)**Description:** The # of F&G dams where reconstruction/major repairs, due to hydraulic or structural deficiencies, is ongoing but not completed.

Start: 10/1/2019	End: 9/30/2020	Qty: 2 Dams	Auto Calc: X	Completed: <input type="checkbox"/>	% Complete: 0.00
Deliverable: 32553 - F&G dams that reconstruction/major repairs have been completed (BAILLARGEON, NANCY)					
Description: The # of F&G dams that have had reconstruction/major repairs, due to hydraulic or structural deficiencies, completed.					
Start: 10/1/2019	End: 9/30/2020	Qty: 2 Dams	Auto Calc: X	Completed: <input type="checkbox"/>	% Complete: 0.00
Deliverable: 32554 - Maintain the NH Fish & Game Dams (BAILLARGEON, NANCY)					
Description: The # of maintenance projects conducted per a MOA with NH F&G in 07/2001> The dam maintenance section maintains the F&G dams. This includes adressing minor deficiencies such as tree cutting.					
Start: 10/1/2019	End: 9/30/2020	Qty: 15 Dams	Auto Calc: X	Completed: <input type="checkbox"/>	% Complete: 0.00
Deliverable: 32555 - Other State Agency dams that reconstruction/major repairs have been completed (BAILLARGEON, NANCY)					
Description: The # of state agency dams, other than DES & F&G, that have had reconstruction/major repairs, due to hydraulic or structural deficiencies, completed.					
Start: 10/1/2019	End: 9/30/2020	Qty: 1 Dams	Auto Calc: X	Completed: <input type="checkbox"/>	% Complete: 0.00
Deliverable: 32556 - Other state dams where reconstruction/major repairs are ongoing (BAILLARGEON, NANCY)					
Description: The # of state agency dams, other than DES & F&G, where reconstruction/major repairs, due to hydraulic or structural deficiencies, is ongoing but not completed.					
Start: 10/1/2019	End: 9/30/2020	Qty: 1 Dams	Auto Calc: X	Completed: <input type="checkbox"/>	% Complete: 0.00
Activity: Operation of DES-Owned Dams					
Description: To operate the DES owned dams.					
Start: 10/1/1999	End:	Lead Person: BAILLARGEON, NANCY			
Deliverable: 32557 - Number of dams upgraded for automation (BAILLARGEON, NANCY)					
Description: The # of NHDES dams that have been upgraded to accommodate some level of automation					
Start: 10/1/2019	End: 9/30/2020	Qty: 1 Dams	Auto Calc: X	Completed: <input type="checkbox"/>	% Complete: 0.00
Deliverable: 32558 - Operation & maintenance of DES dams (BAILLARGEON, NANCY)					
Description: Operation & maintenance of all NHDES-owned dams including control of flows, water levels, maintenance of outlet works and spillways, vegetation control on earthen embankments and other minor deficiencies.					
Start: 10/1/2019	End: 9/30/2020	Qty: 20 Dams	Auto Calc: X	Completed: <input type="checkbox"/>	% Complete: 0.00

Program: ENFORCEMENT AND RULES**Description:** Formerly Monitoring Program.**Start:** 10/1/2010**End:****Activity:** Enforcement**Description:****Start:** 10/1/1999**End:****Lead Person:** JONES, EMILY**Deliverable:** 32155 - Enforcement action totals (JONES, EMILY)

Description: The Enforcement program issues enforcement documents, enforcing Federal and NH DES DWGB rules (Consumer Confidence Reports, Permit-to-Operate, Groundwater Discharge Permitting, Well Siting, Source Capacity, Sanitary Surveys, Water Conservation, Water Well Program, Water Use Registration and Reporting, etc.) and are processed and tracked by this section. Note that monitoring staff sends MCL and M/R LoDs. Quantity is estimate based on prior years enforcement actions totaling # of LODs, AOs, AFs issued and Referrals to the NHAGO.

Start: 10/1/2019**End:** 9/30/2021**Qty:** 125 Enforcement Actions**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Deliverable:** 32154 - Formal Enforcement Actions to Address EPA ETT list (JONES, EMILY)

Description: Percentage of systems on the quarterly EPA Enforcement Tracking Tool list (ETT list) which are being addressed/brought back into compliance through the issuance of enforcement actions as specified in the DES Compliance Assurance Response Policy (i.e. systems with greater than or equal to 11 ETT points)

Start: 10/1/2019**End:** 9/30/2021**Qty:** 90 Percent**Auto Calc:** ☐**Completed:** ☐**% Complete:** 0.00**Activity:** Primacy**Description:** Primacy is the formal designation of DES' drinking water program as the lead agency for US EPA's Safe Drinking Water Act (SDWA).

NOTE: Lead Person changed from S. Makofsky to B. Lucey effective 1/03; Lead changed from B. Lucey to K. McManus Fall 2005 and to H.Green July 2006.

Start: 10/1/1999**End:****Lead Person:** GREEN, HOLLY**Deliverable:** 7128 - Obtain primacy for Arsenic (GREEN, HOLLY)**Description:** Arsenic MCL change - END DATE EXTENDED TO 12/31/2020.**Start:** 10/1/2002**End:** 12/31/2020**Qty:** 1 Approvals**Auto Calc:** ☒**Completed:** ☐**% Complete:** 90.00**Activity:** Rules**Description:** Rulemaking effort for the entire Bureau changed from S. Makofsky to Karla McManus effective 6/05. Changed to Holly Green 7/06. ACTIVITY formerly Rulemaking under OTHER program (10/1/10)**Start:** 10/1/1999**End:****Lead Person:** GREEN, HOLLY**Deliverable:** 31610 - Adopt revised MCL for Arsenic (GREEN, HOLLY)**Description:** Adopt revised MCL and requirements if pending NH Legislation is adopted.**Start:** 1/1/2019**End:** 6/30/2020**Qty:** 1 Rules**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Deliverable:** 31711 - Env-C 300 Laboratory Accreditation (GREEN, HOLLY)**Description:** Amend Laboratory Accreditation rules to update them.

Start: 1/30/2019	End: 12/31/2020	Qty: 1 Rules	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/>	% Complete: 0.00
Deliverable: 15461 - Env-C 602 Fines Relating to Public Drinking Water Supplies (GREEN, HOLLY)					
Description: Env-C 602 needs to be re-adopted and amended as needed - will expire 2/24/08. End date extended due to being part of larger Admin Fine Rules package stalled in Legal Unit. END DATE EXTENDED TO 12/31/19. Env-C 620 - 626 has been added. END DATE extended to 12/31/20.					
Start: 7/1/2007	End: 12/31/2020	Qty: 1 Rules	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/>	% Complete: 0.00
Deliverable: 29629 - Env-Dw 1100 Drinking Water State Revolving Loan Fund (GREEN, HOLLY)					
Description: Env-Dw 1100 needs to be amended to address the findings of a single audit conducted in 2015.					
Start: 4/1/2017	End: 12/31/2020	Qty: 1 Rules	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/>	% Complete: 0.00
Deliverable: 31216 - Env-Dw 1300 Drinking Water and Groundwater Trust Fund Grants (GREEN, HOLLY)					
Description: END DATE EXTENDED FROM 9/30/2019 TO 10/23/2019. RSA 485-F:3, amended May 2018, states the DES shall adopt rules, under RSA 541-A, relative to "administering a competitive grant program for drinking water protection projects".					
Start: 7/1/2018	End: 10/23/2019	Qty: 1 Rules	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input checked="" type="checkbox"/>	% Complete: 100.00
Deliverable: 25576 - Env-Dw 401-407 Design Standards for Public Water Systems (GREEN, HOLLY)					
Description: Rules will be substantially revised. End date has been extended to 12/31/2021.					
Start: 7/1/2014	End: 12/31/2021	Qty: 1 Rules	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/>	% Complete: 0.00
Deliverable: 22454 - Env-Wq 405 Geothermal System Rules (GREEN, HOLLY)					
Description: New rules. END DATE HAS BEEN EXTENDED TO 12/31/19 due to draft rules being stalled in the Legal Unit.					
Start: 1/1/2011	End: 12/31/2019	Qty: 1 Rules	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/>	% Complete: 0.00
Deliverable: 32163 - PFAS MCL Implementation and system compliance (MACKEY, HARRISON)					
Description:					
Start: 10/1/2019	End: 9/30/2021	Qty: 92 Percent	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/>	% Complete: 0.00

Program: ENGINEERING/SURVEY/OPERATIONS**Description:****Start:** 10/1/2010 **End:****Activity:** Capacity Development**Description:** Technical assistance including Asset Management, New system outreach, Site visits / Capacity Meetings and Bucket list tracking**Start:** 7/1/2010 **End:** **Lead Person:** FROST, SHELLEY**Deliverable:** 32114 - Asset Management Grants & Technical Assistance (MCKENNA, JOHNNNA)**Description:** Provide asset management grants and technical assistance to CWS.**Start:** 10/1/2019 **End:** 9/30/2020 **Qty:** 10 Grants **Auto Calc:** ☒ **Completed:** ☐ **% Complete:** 0.00**Deliverable:** 32097 - SFY 2020 New capacity development candidates (FROST, SHELLEY)**Description:** Four quarters SFY 2019**Start:** 7/1/2019 **End:** 6/30/2021 **Qty:** 20 Systems **Auto Calc:** ☒ **Completed:** ☐ **% Complete:** 40.00**Deliverable:** 32098 - SFY 2020 Site visits to systems in need of capdev assistance, and general technical assistance (FROST, SHELLEY)**Description:** DWGB technical staff 2T + CM site visit codes.**Start:** 7/1/2019 **End:** 6/30/2020 **Qty:** 80 Site Visits **Auto Calc:** ☒ **Completed:** ☐ **% Complete:** 28.75**Deliverable:** 32099 - SFY 2020 Transient system outreach - new system site visits (FROST, SHELLEY)**Description:** One-on-one visits (by Sanitary Surveyors) to deliver new system Welcome Packet and educate new owners regarding their SDWA responsibilities.**Start:** 7/1/2019 **End:** 6/30/2020 **Qty:** 16 Site Visits **Auto Calc:** ☒ **Completed:** ☐ **% Complete:** 12.50**Activity:** Cross connection control program activities**Description:****Start:** 10/1/2010 **End:** **Lead Person:** PELHAM, ANCEL**Deliverable:** 32199 - Annual reports from PWS (PELHAM, ANCEL)**Description:****Start:** 10/1/2019 **End:** 9/30/2020 **Qty:** 82 Reports, Final **Auto Calc:** ☒ **Completed:** ☐ **% Complete:** 0.00**Activity:** Develop SOPS for programs**Description:** Develop SOPs for operator certification, Drinking Water State Revolving loan program, sanitary surveys and other programs**Start:** 10/1/2010 **End:** **Lead Person:** SKARINKA, RICHARD**Activity:** Engineering Reviews**Description:****Start:** 10/1/2010 **End:** **Lead Person:** SKARINKA, RICHARD

Deliverable: 32100 - 2020 Existing Small System modifications, expansions and upgrades (FROST, SHELLEY)

Description: Review reports, plans and specifications, etc. of modifications for EXISTING small water systems. Project types B,D.

Start: 7/1/2019 **End:** 6/30/2020 **Qty:** 48 Reviews **Auto Calc:** ☒ **Completed:** ☐ **% Complete:** 14.58

Deliverable: 32101 - SFY 2020 New small water system approvals (FROST, SHELLEY)

Description: Review reports, plans and specifications, etc. for NEW community and non-community small public water systems. Project types C,E,F. Includes exist system Registrations.

Start: 7/1/2019 **End:** 6/30/2020 **Qty:** 15 Systems **Auto Calc:** ☒ **Completed:** ☐ **% Complete:** 26.67

Activity: Lead and Copper Program

Description: OCCTR approvals for Public Water Systems
SB247 Lead Bill abatement plants for Schools and Daycares

Start: 10/1/2010 **End:** **Lead Person:** KLEVENS, CYNTHIA

Deliverable: 32978 - EPA WIIN Grant Workplan Implementation (KLEVENS, CYNTHIA)

Description: EPA WIIN grant provided \$414,000 in grant funds for lead education and outreach.

Start: 10/1/2019 **End:** 9/30/2020 **Qty:** 1 Workplans **Auto Calc:** ☒ **Completed:** ☐ **% Complete:** 0.00

Deliverable: 32106 - Lead in Daycares SB247 abatement plans (KLEVENS, CYNTHIA)

Description: Number of abatement plans for CHILD CARE facilities reviewed and approved for SB247 Lead Bill

Start: 7/1/2019 **End:** 6/30/2020 **Qty:** 50 Plans **Auto Calc:** ☒ **Completed:** ☐ **% Complete:** 0.00

Deliverable: 32107 - Lead in Schools SB247 abatement plans (KLEVENS, CYNTHIA)

Description: Number of abatement plans for SCHOOLS reviewed and approved for SB247 Lead Bill

Start: 7/1/2019 **End:** 6/30/2020 **Qty:** 30 Plans **Auto Calc:** ☒ **Completed:** ☐ **% Complete:** 0.00

Deliverable: 32158 - Non-transient system compliance with lead action level (KLEVENS, CYNTHIA)

Description:

Start: 10/1/2019 **End:** 9/30/2021 **Qty:** 97 Percent **Auto Calc:** ☒ **Completed:** ☐ **% Complete:** 0.00

Deliverable: 32108 - Optimum Corrosion Control Reports (KLEVENS, CYNTHIA)

Description: Number of OCCTR approvals - correspondence tracking CC code

Start: 7/1/2019 **End:** 6/1/2020 **Qty:** 20 Reports, Final **Auto Calc:** ☒ **Completed:** ☐ **% Complete:** 0.00

Activity: Operations

Description:

Start: 10/1/2010 **End:** **Lead Person:** SKARINKA, RICHARD

Deliverable: 32200 - Annual Capacity Development Report (PELHAM, ANCEL)

Description:

Start: 10/1/2019 **End:** 9/30/2020 **Qty:** 1 Reports, Final **Auto Calc:** ☒ **Completed:** ☐ **% Complete:** 0.00

Deliverable: 33151 - Operator Certification Program Implementation Report to EPA (PELHAM, ANCEL)						
Description: Certification letter from EPA regarding op cert program in NH						
Start: 10/1/2019	End: 10/1/2020	Qty: 1 Reports, Final	Auto Calc:	<input checked="" type="checkbox"/>	Completed:	<input type="checkbox"/> % Complete: 0.00
Activity: State Revolving Fund (SRF)						
Description:						
Start: 10/1/2010	End:	Lead Person: MCKENNA, JOHNNA				
Deliverable: 32112 - Annual Intended Use Plan (MCKENNA, JOHNNA)						
Description:						
Start: 10/1/2019	End: 9/30/2020	Qty: 1 Plans	Auto Calc:	<input checked="" type="checkbox"/>	Completed:	<input type="checkbox"/> % Complete: 0.00
Deliverable: 32979 - Drinking Water and Groundwater Trust Fund Coordination (MCKENNA, JOHNNA)						
Description: Coordinate with the DWGTF on project funding and processes.						
Start: 10/1/2019	End: 9/30/2020	Qty: 1 Partnerships	Auto Calc:	<input checked="" type="checkbox"/>	Completed:	<input checked="" type="checkbox"/> % Complete: 100.00
Activity: Surveys						
Description: Number of small (<500 pop), medium (500-1500 pop) and large (>1000 pop) system sanitary surveys of public water systems. Also site investigations (2I), outreach inspections to Fairs, and Electronic Survey activities.						
Start: 10/1/2010	End:	Lead Person: SKARINKA, RICHARD				
Deliverable: 32135 - Sanitary Surveys for large systems (SKARINKA, RICHARD)						
Description: Complete sanitary surveys and deliver checklist to large community water systems within a month of survey						
Start: 10/1/2019	End: 9/30/2020	Qty: 50 Surveys	Auto Calc:	<input checked="" type="checkbox"/>	Completed:	<input type="checkbox"/> % Complete: 0.00
Deliverable: 32103 - SFY 2020 Investigations/Complaints all public water systems (FROST, SHELLEY)						
Description: Office and on-site investigations / complaints tracked as "2I" site visits by ESS staff in FY 2020.						
Start: 7/1/2019	End: 6/30/2020	Qty: 100 Complaints	Auto Calc:	<input checked="" type="checkbox"/>	Completed:	<input type="checkbox"/> % Complete: 17.00
Deliverable: 29602 - Small system surveys CY 2019 (FROST, SHELLEY)						
Description: 33% of systems serving up to 1000 population - C, P and N						
Start: 1/1/2019	End: 12/31/2019	Qty: 600 Surveys	Auto Calc:	<input checked="" type="checkbox"/>	Completed:	<input type="checkbox"/> % Complete: 79.17
Deliverable: 32104 - Small system surveys CY 2020 (FROST, SHELLEY)						
Description: 33% of systems serving up to 1000 population - C, P and N						
Start: 1/1/2020	End: 12/31/2020	Qty: 610 Surveys	Auto Calc:	<input checked="" type="checkbox"/>	Completed:	<input type="checkbox"/> % Complete: 0.00
Deliverable: 29604 - Transient surveys CY 2019 (FROST, SHELLEY)						
Description: Additional deliverable requested by EPA for tracking all transients. This deliverable includes surveys also reported under Small System surveys.						
Start: 1/1/2019	End: 12/31/2019	Qty: 193 Surveys	Auto Calc:	<input checked="" type="checkbox"/>	Completed:	<input checked="" type="checkbox"/> % Complete: 126.42

Deliverable: 32105 - Transient surveys CY 2020 (FROST, SHELLEY)					
Description: Additional deliverable requested by EPA for tracking all transients. This deliverable includes surveys also reported under Small System surveys.					
Start: 1/1/2020	End: 12/31/2020	Qty: 300 Surveys	Auto Calc:	<input checked="" type="checkbox"/>	Completed: <input type="checkbox"/> % Complete: 0.00

Program: HYDROGEOLOGY/CONSERVATION/WATER USE**Description:****Start:** 10/1/2010**End:****Activity:** Groundwater Permitting**Description:****Start:** 10/1/2010**End:****Lead Person:** KERNEN, BRANDON**Deliverable:** 32031 - New Small Community Well Sitings (ROY, STEPHEN)**Description:****Start:** 10/1/2019**End:** 10/1/2020**Qty:** 20 Approvals**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Deliverable:** 32032 - Bottled Water Source Siting (ROY, STEPHEN)**Description:****Start:** 10/1/2019**End:** 10/1/2020**Qty:** 1 Permits Reviewed**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Deliverable:** 32033 - Close 100% of discovered floordrains and complete all reporting (KERNEN, BRANDON)**Description:****Start:** 10/1/2019**End:** 10/1/2021**Qty:** 100 Percent**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Deliverable:** 32034 - New Large Community Well Sitings (ROY, STEPHEN)**Description:****Start:** 10/1/2019**End:** 10/1/2020**Qty:** 6 Permits Issued**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Deliverable:** 32035 - Number of Groundwater Discharge Permit Submittals Reviewed (ROY, STEPHEN)**Description:****Start:** 10/1/2019**End:** 10/1/2020**Qty:** 350 Submittals**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Deliverable:** 32036 - Number of Groundwater Discharge Permits Issued (ROY, STEPHEN)**Description:**

Includes new permits and reissuance of permits at end of 5 year permit cycle.

Start: 10/1/2019**End:** 10/1/2020**Qty:** 200 Permits Issued**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Deliverable:** 32037 - Number of Groundwater Discharge Registrations Reviewed or Issued (ROY, STEPHEN)**Description:****Start:** 10/1/2019**End:** 10/1/2020**Qty:** 100 Registrations**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Deliverable:** 32038 - Submittals Associated with Proposed Water Withdrawals Reviewed and Responded to (ROY, STEPHEN)**Description:**

Includes Large Withdrawals, Bottled Water Withdrawals and Community Water Systems

Start: 10/1/2019**End:** 10/1/2020**Qty:** 50 Submittals**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Activity:** Hydrogeology**Description:**

Start: 10/1/2010	End:	Lead Person: KERNEN, BRANDON
Deliverable: 32084 - Assess Radiation Exposure at Pump Houses Removing Radionuclides from Drinking Water (KERNEN, BRANDON)		
Description:		
Start: 10/1/2019	End: 9/30/2020	Qty: 12 Sites Auto Calc: <input checked="" type="checkbox"/> Completed: <input type="checkbox"/> % Complete: 0.00
Deliverable: 32085 - Maintain Water Level Monitoring Network (KERNEN, BRANDON)		
Description:		
Start: 10/1/2019	End: 9/30/2020	Qty: 1 Projects Auto Calc: <input checked="" type="checkbox"/> Completed: <input type="checkbox"/> % Complete: 0.00
Activity: PPCP Coordination		
Description:		
Start: 9/1/2008	End:	Lead Person: KERNEN, BRANDON
Deliverable: 32086 - Participate in NEIWPCC Emerging Contaminant Workgroup (KERNEN, BRANDON)		
Description:		
Start: 10/1/2019	End: 9/30/2020	Qty: 1 Workgroups Auto Calc: <input checked="" type="checkbox"/> Completed: <input type="checkbox"/> % Complete: 0.00
Activity: Statewide Private Well Sampling Initiative		
Description: Sample 400-500 private wells for traditional and emerging contaminants including PFAS		
Start: 10/1/2019	End: 9/30/2020	Lead Person: KERNEN, BRANDON
Deliverable: 32088 - Statewide Private Well Sampling Initiative (KERNEN, BRANDON)		
Description: Program includes PFAS, other emerging contaminants and traditional contaminants.		
Start: 10/1/2019	End: 9/30/2020	Qty: 1 Projects Auto Calc: <input checked="" type="checkbox"/> Completed: <input type="checkbox"/> % Complete: 0.00
Activity: Water Conservation		
Description: RSA 485:61; Env-Wq 2101		
Start: 7/12/2002	End:	Lead Person: HERBOLD, STACEY
Deliverable: 32089 - Leak Detection Survey Grant Administration (HERBOLD, STACEY)		
Description: 1. Draft, post, and promote grant application; 2. Review applications received; 3. Draft and post RFP; 4. Review proposals and select consultant; 5. Draft contract and manage G&C process; 6. Review survey reports and send invoices to Accounting.		
Start: 10/1/2019	End: 9/30/2020	Qty: 6 Activities Auto Calc: <input checked="" type="checkbox"/> Completed: <input type="checkbox"/> % Complete: 0.00
Deliverable: 32090 - Ongoing Compliance Report Review (HERBOLD, STACEY)		
Description: Each quarter: 1. Send out reminder for ongoing compliance reports; 2. carry out compliance actions for past due reports; 3. Review ongoing compliance reports; 4. Carry out compliance actions for failure to implement the water conservation plan; and 5. Carry out site visits for systems that have not had a visit and as necessary.		
Start: 10/1/2019	End: 9/30/2020	Qty: 20 Activities Auto Calc: <input checked="" type="checkbox"/> Completed: <input type="checkbox"/> % Complete: 0.00
Deliverable: 32091 - Water Balance Review (HERBOLD, STACEY)		

Description:		1. Remind conservation systems to submit water balance data by March 1st; 2. Follow up with those who have not submitted data; 3. Review data for validity and follow up on potentially non-valid data; and 4. Notify systems who may qualify for an exemption.					
Start: 10/1/2019	End: 9/30/2020	Qty: 4 Activities	Auto Calc:	<input checked="" type="checkbox"/>	Completed:	<input type="checkbox"/>	% Complete: 0.00
Deliverable: 32092 - Water Conservation Plan Review (HERBOLD, STACEY)							
Description:		Each quarter: 1. Review all incoming water conservation plans and issue comments within 7-14 days; 2. Conduct a meeting/site inspection; and 3. Issue final approval.					
Start: 10/1/2019	End: 9/30/2020	Qty: 12 Activities	Auto Calc:	<input checked="" type="checkbox"/>	Completed:	<input type="checkbox"/>	% Complete: 0.00
Deliverable: 32093 - Water Efficiency Promotion (HERBOLD, STACEY)							
Description:		1. Write articles for the Bureau's newsletters; 2. Select a sustainability award recipient for the Source Water Protection Conference; 3. Maintain the We're for Water Website; 4. Volunteer at Discover Wild NH Day; and 5. Volunteer at the 4th Grade Drinking Water Festival.					
Start: 10/1/2019	End: 9/30/2020	Qty: 5 Deliverables	Auto Calc:	<input checked="" type="checkbox"/>	Completed:	<input type="checkbox"/>	% Complete: 0.00
Deliverable: 30964 - WC Tracking and Documentation Improvement Project (HERBOLD, STACEY)							
Description:		END DATE EXTENDED FROM 9/30/19. Implement the 6 actions in the LEAN implementation plan.					
Start: 10/1/2018	End: 9/30/2020	Qty: 6 Activities	Auto Calc:	<input checked="" type="checkbox"/>	Completed:	<input type="checkbox"/>	% Complete: 83.33
Activity: Water Use							
Description:		Formerly "Water Use Registration and Reporting" (09/30/10)RSA 488; Env-Wq 2102					
Start: 1/1/2006	End:	Lead Person: HERBOLD, STACEY					
Deliverable: 32094 - Water Use Compliance (HERBOLD, STACEY)							
Description:		For previous reporting year, seek compliance for failure to report for yearly reports and quarterly reporters.					
Start: 10/1/2019	End: 9/30/2020	Qty: 1 Deliverables	Auto Calc:	<input checked="" type="checkbox"/>	Completed:	<input type="checkbox"/>	% Complete: 0.00
Deliverable: 32096 - Water Use Compliance Inspections (HERBOLD, STACEY)							
Description:		Complete 20 high priority inspections. High priority inspections include facilities which have never had a WU inspection or have not received and inspection in the past 5 years and those in need of technical assistance.					
Start: 10/1/2019	End: 9/30/2020	Qty: 20 Inspections	Auto Calc:	<input checked="" type="checkbox"/>	Completed:	<input type="checkbox"/>	% Complete: 0.00
Deliverable: 30943 - Water Use Database Project (HERBOLD, STACEY)							
Description:		EXTEND DEADLINE FROM 9/30/2019 Work with IT to make revisions and transfer old database into a new user friendly database.					
Start: 10/1/2018	End: 9/30/2020	Qty: 1 Deliverables	Auto Calc:	<input checked="" type="checkbox"/>	Completed:	<input type="checkbox"/>	% Complete: 50.00
Deliverable: 32095 - Water Use Report Review (HERBOLD, STACEY)							
Description:		Review batches of water use reports submitted for each quarter. (Approximately 2,800 reports submitted each year.)					
Start: 10/1/2019	End: 9/30/2020	Qty: 4 Reviews	Auto Calc:	<input checked="" type="checkbox"/>	Completed:	<input type="checkbox"/>	% Complete: 0.00
Activity: Water Well Board							
Description:		RSA 482-B					
Start: 1/1/1984	End:	Lead Person: FOPIANO, ABIGAIL					

Program: INFORMATION MANAGEMENT**Description:** Formerly Data Management Activity under PWSS.**Start:** 10/1/1999**End:****Activity:** Database Improvements**Description:** Formerly Data Management B4 09/30/2010**Start:** 10/1/1999**End:****Lead Person:** MCKENNA, LEAH**Deliverable:** 32146 - Build data module for Disinfection Byproduct (DBP) monitoring program (DUNBAR, CHRISTOPHER)

Description: This includes review of existing data module and determination of whether to keep or move to DWGB dB.
 Ability for DWGB staff to add and modify:
 - site changes
 - monitoring schedules

Start: 10/1/2019**End:** 9/30/2021**Qty:** 1 Processes**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Deliverable:** 32149 - Build data module for Surface Water Treatment Rule (SWTR) monitoring program (DUNBAR, CHRISTOPHER)

Description: Identify data to be tracked electronically which is now tracked manually on paper.
 Manage sites and schedules in the same fashion as DBP

Start: 10/1/2019**End:** 9/30/2021**Qty:** 1 Processes**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Deliverable:** 32144 - Convert DWGB Access Databases to .Net (DUNBAR, CHRISTOPHER)

Description: Extended from Conversion
 DWGB access databases which link to DWGB Oracle form front ends need to be converted to .Net. This requirement was addressed in the business requirements document for the conversion. The Source Water Assessment Program (SWAP) is the most critical as it has federal reporting requirements. SWAP, DWGB Complaints, Grants

Start: 10/1/2019**End:** 9/30/2021**Qty:** 3 Databases**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Deliverable:** 32145 - Implement Digital Document Management System (SABBIA, THERESA)

Description: A continuation of Deliverables 27351, 30437, and 32145. Transition DWGB staff to using a digital document management system for bureau documents. A number of programs have been piloted. This 2019-2021 Deliverable will focus on Bureau-wide rollout and the finalization of a bureau-wide SOP.

Start: 10/1/2019**End:** 9/30/2021**Qty:** 1 Filing System**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Deliverable:** 32151 - Research available methods of electronic sanitary survey (MCKENNA, LEAH)

Description: Speak with other states currently using electronic sanitary survey software.
 - price range
 - hardware needs
 - ability to link to existing DWGB dB
 - annual maintenance cost

Start: 10/1/2019**End:** 9/30/2020**Qty:** 1 Processes**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Deliverable:** 32160 - SDWIS PRIME Migration and Hybrid PWS Database for Excluded Applications (DUNBAR, CHRISTOPHER)

Description: SDWIS PRIME is the database EPA is building for primacy agencies to use to track, regulate and report PWS information. DWGB has its own "PWS" database, WSEB, which has functionality that will not be available in Next Gen. These applications, which are dependent on PWS data, must be converted to .Net and will be referred to the Hybrid applications. Project considered complete when: CMDP, SDWIS PRIME, and DWGB Hybrid are in Production. **Hybrid specifics are in Deliverable #24069. Steps to achieve the above: a. Map Data from NH WSEB/Warehouse to SDWIS b. Build/Test Data Synchronization Engine END DATE EXTENDED FROM 09/30/2017 **based on EPA expected rollout date 8/2019 THIS PROJECT HAS HIT A POSSIBLE CRITICAL ERROR AT EPA AND MAY NOT CONTINUE.					
Start: 10/1/2019	End: 9/30/2021	Qty: 1 Data Management Systems	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/>	% Complete: 0.00
Activity: P&C List Misc.					
Description:					
Start: 10/1/2017	End:	Lead Person: PILLSBURY, SARAH			
Deliverable: 32132 - Participate in Program reviews (PILLSBURY, SARAH)					
Description:					
Start: 10/1/2019	End: 9/30/2021	Qty: 2 Audits	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/>	% Complete: 0.00
Activity: Reporting					
Description:					
Start: 10/1/2010	End:	Lead Person: DUNBAR, CHRISTOPHER			
Deliverable: 33013 - 2019 Annual Compliance Report (SABBIA, THERESA)					
Description: Report to feds and onto DWGB Web Page. Requires coordination with all PWSS programs.					
Start: 10/1/2019	End: 9/30/2020	Qty: 1 Reports, Final	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/>	% Complete: 0.00
Deliverable: 32161 - 92% of population served by CWSs meet all health based standards (DUNBAR, CHRISTOPHER)					
Description: Includes standards for emerging contaminants					
Start: 10/1/2019	End: 9/30/2021	Qty: 92 Percent	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/>	% Complete: 0.00
Deliverable: 32162 - 92% of population served by CWSs recieve water that meets all health based standards (DUNBAR, CHRISTOPHER)					
Description: EPA gives us these numbers					
Start: 10/1/2019	End: 9/30/2021	Qty: 92 Percent	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/>	% Complete: 0.00
Deliverable: 32165 - GIS - modernize water/sewer lines (DUNBAR, CHRISTOPHER)					

Description:		Improve usability by changing the data model. - gather data from municipalities with existing data - compare with our data - analyze both - implement a statewide data model			
Start: 10/1/2019	End: 9/30/2021	Qty: 1 Data Layers	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/>	% Complete: 0.00
Deliverable: 32159 - Maintain timely and accurate reporting to SDWIS (SABBIA, THERESA)					
Description:		4 quarters of Fed Reporting. Inventory, Actions, Samples.			
Start: 10/1/2019	End: 9/30/2021	Qty: 4 Reporting Cycles	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/>	% Complete: 0.00

Program: SUBSURFACE INDIVIDUAL SEWAGE DISPOSAL SYSTEM PROGRAM**Description:****Start:** 1/1/1999**End:****Activity:** Continuing Education and Outreach**Description:****Start:** 1/1/2009**End:****Lead Person:** BUKER, DAWN**Deliverable:** 32010 - Educational Seminars (BUKER, DAWN)**Description:** Number of Subsurface Continuing Education Seminars approved or conducted, including municipal training.**Start:** 7/1/2019**End:** 6/30/2020**Qty:** 40 Seminars**Auto Calc:** ☒**Completed:** ☐**% Complete:** 17.50**Activity:** Data Management**Description:** There will be no Deliverables created for 2018,2019, or 2020**Start:** 7/1/2015**End:****Lead Person:** 12113 - CIVIL ENGINEER V**Activity:** Design Review: Septic Systems & Subdivisions**Description:** All Quarterly as of 4/01/05

No data available 1/1/2015-12/31/2015

Start: 10/1/1999**End:****Lead Person:** BUKER, DAWN**Deliverable:** 32011 - Permit applications reviewed for septic systems (BUKER, DAWN)**Description:** Quarterly as of 4/01/05**Start:** 7/1/2019**End:** 6/30/2020**Qty:** 4750 Applications, Permit**Auto Calc:** ☒**Completed:** ☐**% Complete:** 41.94**Deliverable:** 32022 - Permit applications reviewed for subdivisions (BUKER, DAWN)**Description:** Includes total applications

Quarterly as of 4/01/05

Start: 7/1/2019**End:** 6/30/2020**Qty:** 350 Applications, Permit**Auto Calc:** ☒**Completed:** ☐**% Complete:** 22.86**Deliverable:** 32023 - Subdivision lots (BUKER, DAWN)**Description:** Total number of subdivision lots applied for**Start:** 7/1/2019**End:** 6/30/2020**Qty:** 800 Numbers**Auto Calc:** ☒**Completed:** ☐**% Complete:** 65.38**Activity:** Designer & Installer Permitting**Description:** Permits issued to design and/or install ISDS's.**Start:** 1/1/1999**End:****Lead Person:** BUKER, DAWN**Deliverable:** 32450 - New Designer permits (BUKER, DAWN)

Description:				
Start: 1/1/2020	End: 12/31/2020	Qty: 1 Licenses	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/> % Complete: 0.00
Deliverable: 32024 - New Designer permits (BUKER, DAWN)				
Description:				
Start: 1/1/2019	End: 12/31/2019	Qty: 1 Licenses	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/> % Complete: 0.00
Deliverable: 32451 - Process new Installer Permit Applications (BUKER, DAWN)				
Description:				
Start: 1/1/2020	End: 12/31/2020	Qty: 75 Licenses	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/> % Complete: 0.00
Deliverable: 30423 - Process new Installer Permit Applications (BUKER, DAWN)				
Description:				
Start: 1/1/2018	End: 12/31/2019	Qty: 75 Licenses	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/> % Complete: 37.33
Activity: Enforcement Actions: Septic Systems & Subdivisions				
Description: Quarterly				
Start: 10/1/1999	End:	Lead Person: BUKER, DAWN		
Deliverable: 32030 - Administrative Orders (BUKER, DAWN)				
Description:				
Start: 7/1/2019	End: 6/30/2020	Qty: 3 Administrative Orders	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/> % Complete: 0.00
Activity: Operational Approval				
Description:				
Start: 10/1/2012	End:	Lead Person: BUKER, DAWN		
Deliverable: 32027 - Operational Approvals (BUKER, DAWN)				
Description: # of operational approvals issued				
Start: 7/1/2019	End: 6/30/2020	Qty: 3600 Permits Issued	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/> % Complete: 43.69
Activity: PROJ SSB - Amendments and Corrections Module				
Description: The Subsurface Bureau's (SSB) e-Permitting system supports the permitting, compliance, and enforcement aspects of SSB's regulatory program. e-Permitting allows SSB staff to process approximately 7000 applications a year, executing most of the permitting workflow steps, including the application submission, payment acceptance, administrative review, technical review, construction approval, and assignment and performing of field inspections. As it currently exists, it lacks the capability to properly handle the business processes related to request for and approval of engineering plan corrections (pre-approval changes, administrative or technical) and amendments (post-approval, technical). This project's focus is the development of a Corrections and Amendment module within e-Permitting, to incorporate within the system the missing steps in the permitting workflow that are properly captured, eliminating the need for the DOIT developers and SSB staff to circumvent the system to handle the common occurrence of correction and amendment requests from applicants.				
Start: 12/9/2019	End:	Lead Person: TAGGART, THOMAS		
Deliverable: 33177 - Corrections and Amendments Module (TAGGART, THOMAS)				

Description:				
Start: 12/9/2019	End: 6/30/2020	Qty: 1 Systems	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/> % Complete: 0.00
Activity: Quality Assurance				
Description:				
Start: 1/1/2006	End:	Lead Person: BUKER, DAWN		
Deliverable: 32029 - Complete Program QA Self-Audit (BUKER, DAWN)				
Description: May not be required.				
Start: 7/1/2019	End: 6/30/2020	Qty: 1 Self-Assessments	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/> % Complete: 0.00
Activity: Records Request				
Description:				
Start: 10/1/2012	End:	Lead Person: PAITON, JENNIFER		
Deliverable: 32665 - Archive Requests (PAITON, JENNIFER)				
Description:				
Start: 7/1/2019	End: 6/30/2020	Qty: 1400 Requests	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/> % Complete: 39.29
Activity: Rulemaking				
Description:				
Start: 7/1/2014	End:	Lead Person: 12113 - CIVIL ENGINEER V		
Deliverable: 30434 - Rule Amendments (BUKER, DAWN)				
Description: END DATE EXTENDED FROM 12/31/2019				
Start: 1/1/2018	End: 12/31/2020	Qty: 1 Amendments	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/> % Complete: 0.00

Program: CONSTRUCTION MANAGEMENT PROGRAM

Description: The Construction Management Program's main responsibility is to inspect ongoing SRF and State Aid Grant construction projects to ensure that they are completed in accordance with the approved plans and specifications. This program is also responsible for inspecting solid waste landfill closure projects that are funded through the SRF Program.

Start: 10/1/1999**End:****Activity:** Inspections

Description: Conducting field inspection of all funded projects during and upon completion of construction

Start: 10/1/1999**End:****Lead Person:** DUDLEY, DANIEL

Deliverable: 31887 - Conduct inspections of funded prjts during & upon completion of construction (DUDLEY, DANIEL)

Description: Conduct interim and final inspections

Start: 10/1/2019**End:** 9/30/2020**Qty:** 25 Inspections**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Activity:** Technical Assistance and Outreach

Description: Providing construction engineering advice to all applicable parties

Start: 10/1/1999**End:****Lead Person:** DUDLEY, DANIEL

Deliverable: 31888 - On-site construction engineering advice to state and federally funded facilities (DUDLEY, DANIEL)

Description: Visit all the state and federally-funded construction sites and provide technical assistance as needed

Start: 10/1/2019**End:** 9/30/2020**Qty:** 230 Meetings**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Activity:** Technical Work Products-Bidability/Constructability reviews

Description: Perform bidability/constructability reviews on all funded projects

Start: 10/1/1999**End:****Lead Person:** DUDLEY, DANIEL

Deliverable: 31889 - Perform bidability/constructability reviews (DUDLEY, DANIEL)

Description: Perform bidability/constructability review of plans and specifications for all funded projects

Start: 10/1/2019**End:** 9/30/2020**Qty:** 20 Reviews**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Activity:** Technical Work Products-Change Orders

Description: Process all construction change orders

Start: 10/1/1999**End:****Lead Person:** DUDLEY, DANIEL

Deliverable: 31890 - Process all change orders (DUDLEY, DANIEL)

Description:

Start: 10/1/2019**End:** 9/30/2020**Qty:** 50 Change Orders**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Activity:** Technical Work Products-meetings and bid openings

Description: Attend pre-construction, pre-bid, construction meetings, and bid openings;

Start: 10/1/1999		End:		Lead Person: DUDLEY, DANIEL		
Deliverable: 31891 - Attend pre-construction and pre-bid openings meetings (DUDLEY, DANIEL)						
Description:						
Start: 10/1/2019	End: 9/30/2020		Qty: 30 Meetings		Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/> % Complete: 0.00

Program: DESIGN REVIEW PROGRAM

Description: This program has the responsibility of reviewing plans and specifications for all public and private wastewater collection systems and domestic sewage treatment systems. It also reviews and issues permits for major new users of municipal treatment plants, assists small communities with wastewater treatment needs and prepares environmental assessments for projects that are funded by the SRF.

Start: 10/1/1999**End:****Activity:** Permits/Approvals

Description: Review and approve plans and specifications for wastewater projects;

Start: 10/1/1999**End:****Lead Person:** GREENE, DENNIS**Deliverable:** 31892 - Process all requests for a discharge permit (GREENE, DENNIS)

Description: Process all requests for a wastewater discharge into a municipal sewer system

Start: 10/1/2019**End:** 9/30/2020**Qty:** 100 Approvals**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Deliverable:** 31893 - Review and approve all engineering contracts for funded projects (WOOD, TRACY)

Description: (see Dennis Greene and Dan Dudley for a sum of their numbers)

Start: 10/1/2019**End:** 9/30/2020**Qty:** 60 Contracts**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Deliverable:** 31894 - Review and comment on all projects (GREENE, DENNIS)

Description: Includes plans/specifications, sewer connection requests and reports

Start: 10/1/2019**End:** 9/30/2020**Qty:** 150 Projects**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Deliverable:** 31895 - Review and grant approvals for engineer pre-qualifications (WOOD, TRACY)**Description:****Start:** 10/1/2019**End:** 9/30/2020**Qty:** 55 Approvals**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Activity:** Technical Assistance and Outreach

Description: Review Sewer Use Ordinances, User Charge Systems, and Intermunicipal Agreements used to ensure legal authority for operating and maintaining POTWs

Start: 10/1/1999**End:****Lead Person:** MALCOLM, BETH**Deliverable:** 31896 - Assist municipalities in development / management of sewer use ordinances (BOURRET, KATHLEEN)

Description: Assist municipalities in development and/or management of sewer use ordinances, user charge systems and intermunicipal agreements (Kathi doesn't do this. Alex does something beyond what is required in his commitments for the IPP, and we count his work as fulfilling Kathi's commitment too.)

Start: 10/1/2019**End:** 9/30/2020**Qty:** 2 Documents**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Deliverable:** 31897 - Promote energy efficiency in the water and wastewater sector (NALL, SHARON)

Description: Assist municipalities to promote energy efficiency, onsite renewable energy generation and asset management program development for their wastewater infrastructure. Strategies include: implementation of new energy-related design criteria; promotion of SRF loan principal forgiveness programs for energy audits and asset management programs; education and outreach at workshops; and technical assistance relative to energy efficient upgrades for pump stations and WWTFs and relative to asset management programs.

Start: 10/1/2019**End:** 9/30/2020**Qty:** 32 Activities**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Activity:** Technical Work Products-Annual sewer rate surveys

Description: Prepare and mail out annual 106 sewer rate surveys to municipalities				
Start: 10/1/1999	End:	Lead Person: MALCOLM, BETH		
Deliverable: 31898 - Compute and publish results of sewer rate survey (BOURRET, KATHLEEN)				
Description:				
Start: 10/1/2019	End: 9/30/2020	Qty: 1 Reports, Final	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/> % Complete: 0.00
Deliverable: 31899 - Mail sewer rate surveys (BOURRET, KATHLEEN)				
Description: Mail to all municipalities with POTWs each year				
Start: 10/1/2019	End: 9/30/2020	Qty: 1 Mailings	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/> % Complete: 0.00
Activity: Technical Work Products-Authorization to bid				
Description: Provide authorization to bid for all funded projects				
Start: 10/10/1999	End:	Lead Person: GREENE, DENNIS		
Deliverable: 31900 - Provide authorization to bid for all funded projects (GREENE, DENNIS)				
Description:				
Start: 10/1/2019	End: 9/30/2020	Qty: 10 Letters	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/> % Complete: 0.00
Activity: Technical Work Products-Environmental Assessments				
Description: Prepare Environmental Assessments for all SRF loans				
Start: 10/1/1999	End:	Lead Person: MALCOLM, BETH		
Deliverable: 31901 - Prepare Environmental Assessments for all SRF Loans (BOURRET, KATHLEEN)				
Description:				
Start: 10/1/2019	End: 9/30/2020	Qty: 10 Assessments	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/> % Complete: 0.00
Activity: Technical Work Products-Requests for funding eligibility				
Description: Process requests for funding eligibility;				
Start: 10/1/1999	End:	Lead Person: GREENE, DENNIS		
Deliverable: 31902 - Process all requests for funding eligibility (GREENE, DENNIS)				
Description:				
Start: 10/1/2019	End: 9/30/2020	Qty: 20 Requests	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/> % Complete: 0.00

Program: INDUSTRIAL PRETREATMENT PROGRAM

Description: This Program is responsible for preventing the discharge of any industrial wastewater into a municipal sewer system which would impact the successful operation of the wastewater treatment facility, create a health problem to personnel involved in the collection and treatment of the wastewater, adversely impact the sludge generated from the treatment process, and cause the treatment facility to violate its state/federal permit. To accomplish this goal, all industries which are proposing to discharge to a municipal wastewater treatment facility are required to get an indirect discharge permit from the municipality. These permits must be reviewed and approved before the municipality can issue the permit. The Program works closely with the municipality to ensure that they have the authority to issue appropriate permits to the industry.

Start: 10/1/1999**End:****Activity:** Inspections

Description: Assist EPA with Pretreatment Audit Inspections and Pretreatment Compliance Inspections; Conduct Pretreatment compliance Inspections

Start: 10/1/1999**End:****Lead Person:** RASTORGUYEFF, ALEXIS

Deliverable: 31903 - Assist EPA with Pretreatment Audit Inspections (RASTORGUYEFF, ALEXIS)

Description: One pretreatment audit and two PCIs (of those communities required to have a pretreatment program)

Start: 10/1/2019**End:** 9/30/2020**Qty:** 3 Inspections**Auto Calc:** ☒**Completed:** ☐**% Complete:** 33.33

Deliverable: 31904 - Conduct Industrial Pretreatment Inspections (RASTORGUYEFF, ALEXIS)

Description: Conduct inspections of industrial facilities which discharge to a municipal sewer

Start: 10/1/2019**End:** 9/30/2020**Qty:** 15 Inspections**Auto Calc:** ☒**Completed:** ☐**% Complete:** 26.67

Deliverable: 31905 - Conduct PCIs at POTWs without EPA approved Pretreatment program (RASTORGUYEFF, ALEXIS)

Description: Conduct Pretreatment Compliance Inspections at POTWs without an EPA approved pretreatment program

Start: 10/1/2019**End:** 9/30/2020**Qty:** 6 Inspections**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Activity:** Permits/Approvals

Description: Process all Industrial Discharge Permit Applications

Start: 10/1/1999**End:****Lead Person:** RASTORGUYEFF, ALEXIS

Deliverable: 31906 - Process all Industrial Discharge Permit Requests (RASTORGUYEFF, ALEXIS)

Description: Process all Industrial Discharge Permit applications

Start: 10/1/2019**End:** 9/30/2020**Qty:** 20 Applications, Permit**Auto Calc:** ☒**Completed:** ☐**% Complete:** 20.00**Activity:** Technical Assistance

Description: Respond to questions concerning the State and Federal Pretreatment Programs

Start: 10/1/1999**End:****Lead Person:** RASTORGUYEFF, ALEXIS

Deliverable: 31907 - Process Tax Exemptions (RASTORGUYEFF, ALEXIS)

Description:

Start: 10/1/2019**End:** 9/30/2020**Qty:** 1 Plans**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00

Deliverable: 31908 - Respond to all questions concerning pretreatment (RASTORGUYEFF, ALEXIS)

Description:	Number of hours spent responding to municipalities and the public concerning the State and federal Pretreatment Programs				
Start: 10/1/2019	End: 9/30/2020	Qty: 500 Hours	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/>	% Complete: 22.00
Deliverable: 31909 - Review and comment on pretreatment sections of municipal sewer Use Ordinance (RASTORGUYEFF, ALEXIS)					
Description:	Alex goes beyond review and comment on just the pretreatment sections of municipal SUO's, therefore, when that is the case, Alex's work is also counted in Kathi's deliverable, in design review, to assist municipalities in development/management of SUOs.				
Start: 10/1/2019	End: 9/30/2020	Qty: 4 Ordinances	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/>	% Complete: 75.00

Program: NPDES COMPLIANCE PROGRAM

Description: The NPDES Compliance Program is responsible for ensuring that all facilities which discharge to a surface water are operated and maintained in such a way as to comply with their permit limits and not cause a violation of the State's Surface Water Quality Regulations.

Start: 10/1/1999**End:****Activity:** Complaint Investigation

Description: Investigate all complaints relating to "point" sources discharging into the state's surface waters

Start: 10/1/1999**End:****Lead Person:** PTAK, TERESA**Deliverable:** 31910 - Investigate all "point" source related-complaints (PTAK, TERESA)**Description:****Start:** 10/1/2019**End:** 9/30/2020**Qty:** 20 Complaints**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Activity:** Enforcement

Description: Develop an Enforcement Policy; Develop a priority list of facilities needing enforcement; Take appropriate enforcement action on all applicable facilities;

Start: 10/1/1999**End:****Lead Person:** PTAK, TERESA**Deliverable:** 31911 - Take appropriate enforcement action on all "point" source dischargers (PTAK, TERESA)

Description: Take appropriate enforcement action on all "point" source dischargers in non-compliance with applicable state and federal regulations (NOFs, LODs, AFCs, and Orders)

Start: 10/1/2019**End:** 9/30/2020**Qty:** 10 Enforcement Actions**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Activity:** NPDES Inspections

Description: Perform compliance inspections on NPDES wastewater treatment facilities

Start: 7/1/2001**End:****Lead Person:** PTAK, TERESA**Deliverable:** 31912 - Perform compliance inspections on wastewater treatment facilities (PTAK, TERESA)**Description:****Start:** 10/1/2019**End:** 9/30/2020**Qty:** 102 Inspections**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Activity:** Quality Assurance System Self-Audit

Description: Complete the Self Audit annually

Start: 1/1/2007**End:****Lead Person:** PTAK, TERESA**Deliverable:** 31913 - Annual Self-Audit (LESIEUR, NANCY)

Description: Conducted by Thom Croteau.

Start: 10/1/2019**End:** 9/30/2020**Qty:** 1 Self-Assessments**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Activity:** Technical Assistance and Outreach

Description: Provide technical assistance to all dischargers on questions concerning their federal and state discharge permit

Start: 10/1/1999		End:		Lead Person: PTAK, TERESA	
Deliverable: 31914 - Number of hours spent on providing technical assistance (PTAK, TERESA)					
Description:					
Start: 10/1/2019		End: 9/30/2020		Qty: 100 Hours	
				Auto Calc: <input checked="" type="checkbox"/>	
				Completed: <input type="checkbox"/>	
				% Complete: 0.00	

Program: NPDES PERMIT PROGRAM

Description: As the State has not been delegated the federal permit program, called the National Pollutant Discharge Elimination System (NPDES), EPA is responsible for developing and issuing NPDES permits for any facility which discharges pollutants to a surface water. However, before EPA can issue the permit, the state has to certify that this permit does not violate any state rule or regulation. To accomplish this, staff review the federally drafted permit, and work closely with EPA to make any necessary changes to the permit before it is issued. Once this permit is issued, it is adopted as a state permit.

Start: 10/1/1999**End:****Activity:** Permits/Approvals**Description:** Process EPAs requests for certification;**Start:** 10/1/1999**End:****Lead Person:** SPANOS, STERGIOS**Deliverable:** 31915 - DES will review and assist in the reissuance of priority permits (MORRILL, DONALD)**Description:** DES will review and assist in the reissuance of 2 priority permits (PSNH Merrimack Station-Bow, Rochester WWTF)**Start:** 10/1/2019**End:** 9/30/2020**Qty:** 2 Permits Reviewed**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Deliverable:** 31916 - Draft NPDES permits (SPANOS, STERGIOS)**Description:** DES will draft/rework 3 NPDES permits that are awaiting renewal and deliver to EPA**Start:** 10/1/2019**End:** 9/30/2020**Qty:** 3 Permits Reviewed**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Deliverable:** 31917 - Participate in quarterly coordination and planning calls or meetings on the status of issuing NPDES (O'DONOVAN, THOMAS)**Description:****Start:** 10/1/2019**End:** 9/30/2020**Qty:** 4 Meetings**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Deliverable:** 31918 - Process EPAs requests for Certification (SPANOS, STERGIOS)**Description:** Process all of EPAs request for state certification of all NPDES permits**Start:** 10/1/2019**End:** 9/30/2020**Qty:** 10 Certifications**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Activity:** Technical Assistance and Outreach**Description:** Respond to all questions concerning NPDES issues, such as stormwater, modeling, ...**Start:** 10/1/1999**End:****Lead Person:** MORRILL, DONALD**Deliverable:** 31919 - Assist EPA with conferences and meetings (MORRILL, DONALD)**Description:** Assist EPA with conferences and meetings relative to stormwater. For FY11 this includes assisting EPA in the development of the Phase II Stormwater MS4 General Permit.**Start:** 10/1/2019**End:** 9/30/2020**Qty:** 2 Workshops**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Deliverable:** 31920 - Provide technical assistance (MORRILL, DONALD)**Description:** Number of hours spent on providing technical assistance for questions concerning the NPDES program**Start:** 10/1/2019**End:** 9/30/2020**Qty:** 240 Hours**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00

Program: OPERATIONS PROGRAM

Description: The Operations Program is responsible for the training and certification of the over 480 wastewater treatment plant operators in the state. The program has a comprehensive Wastewater Operator Training Program, offering 30-35 classes each year, most of which are held at the training center located on the grounds of the State-run Winnepesaukee River Basin water pollution control facility in Franklin. In addition, this Program gets involved with keeping an eye on the 100 plus publicly owned wastewater systems in the state, and when requested, offer troubleshooting and problem solving assistance. The principal aim of this program is to prevent wastewater treatment systems from going out of compliance by becoming aware of problems early and assisting the operator in solving them. In this way, we can keep formal enforcement to a minimum.

Start: 10/1/1999**End:****Activity:** Inspections**Description:** Perform reconnaissance inspections at POTWS**Start:** 10/1/1999**End:****Lead Person:** KESSLER, KENNETH**Deliverable:** 31921 - Perform reconnaissance inspections at all POTW (KESSLER, KENNETH)**Description:****Start:** 10/1/2019**End:** 9/30/2020**Qty:** 70 Inspections**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Activity:** Technical Assistance and Outreach**Description:** Provide on-site technical assistance to POTWS; provide public education seminars; Respopnd to requests for technical assistance from municipalities;**Start:** 10/1/1999**End:****Lead Person:** KESSLER, KENNETH**Deliverable:** 31922 - Provide Technical Assistance (KESSLER, KENNETH)**Description:** Number of hours spent on providing technical assistance on operation of WWT systems.**Start:** 10/1/2019**End:** 9/30/2020**Qty:** 1200 Hours**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Deliverable:** 31923 - Public education/outreach endeavors (KESSLER, KENNETH)**Description:****Start:** 10/1/2019**End:** 9/30/2020**Qty:** 2 Seminars**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Deliverable:** 31924 - Review O&M manuals, engineering reports, and other O&M related reports (KESSLER, KENNETH)**Description:** Respond to all requests for technical assistance from municipalities for reviewing O&M reports, engineering reports and other correspondence concerning the operation and maintenance of POTWS**Start:** 10/1/2019**End:** 9/30/2020**Qty:** 400 Hours**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Activity:** Training and Certification**Description:** Conduct certification exams; Process requests for certification renewal; Conduct or sponsor wastewater-related courses**Start:** 10/1/1999**End:****Lead Person:** KESSLER, KENNETH**Deliverable:** 31925 - Conduct certification exams (KESSLER, KENNETH)**Description:****Start:** 10/1/2019**End:** 9/30/2020**Qty:** 2 Exams**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00

Deliverable: 31926 - Conduct wastewater operator training courses (KESSLER, KENNETH)					
Description:					
Start: 10/1/2019	End: 9/30/2020	Qty: 30 Courses	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/>	% Complete: 0.00
Deliverable: 31927 - Process all applications for operator certification/recertification (KESSLER, KENNETH)					
Description:					
Start: 10/1/2019	End: 9/30/2020	Qty: 270 Applications, Certification	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/>	% Complete: 0.00

Program: RESIDUALS MANAGEMENT PROGRAM**Description:**

The Residuals Management Program is responsible for the management of the residuals of the wastewater treatment process and for the material removed from home septic tanks. The Program regulates the processing, transportation, and disposal/reuse of sludge and biosolids to ensure this material is utilized or disposed in an environmentally sound manner. Whenever possible, recycling through the regulated beneficial use of biosolids for land application, or composting for nutrient value and soil conditioning, is promoted.

Start: 10/1/1999**End:****Activity:** Enforcement

Description: Take appropriate enforcement action on all sludge and septage sites and facilities and all sludge and septage haulers in non-compliance with all applicable federal and State rules and regulations pertaining to sludge or septage

Start: 10/1/1999**End:****Lead Person:** GORDON, III, RAYMOND**Deliverable:** 31928 - Take appropriate enforcement action (GORDON, III, RAYMOND)

Description: Take appropriate enforcement action on all sludge and septage sites and facilities, and all sludge and septage haulers in non-compliance with all applicable federal and State rules and regulations pertaining to sludge or septage

Start: 10/1/2019**End:** 9/30/2020**Qty:** 1 Enforcement Actions**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Activity:** Complaint Investigation

Description: Investigate all sludge or septage related complaints

Start: 10/1/1999**End:****Lead Person:** GORDON, III, RAYMOND**Deliverable:** 31929 - Investigate all sludge or septage related complaints (GORDON, III, RAYMOND)

Description: (number of complaints put into the database)

Start: 10/1/2019**End:** 9/30/2020**Qty:** 3 Complaints**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Activity:** Data Management

Description: Complete Access Database; Review and track the management of all sludge and septage activities in the State

Start: 10/1/1999**End:****Lead Person:** GORDON, III, RAYMOND**Deliverable:** 31930 - Review and track management of sludge and septage (GORDON, III, RAYMOND)

Description: Review all annual notifications, soil testing, and annual reports for septage and sludge facilities for septage and sludge sites and facilities and update the septage and sludge database accordingly

Start: 10/1/2019**End:** 9/30/2020**Qty:** 250 Reviews**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Activity:** Inspections

Description: Conduct inspections on sludge and septage sites and facilities; Conduct inspections on sludge and septage hauling vehicles

Start: 10/1/1999**End:****Lead Person:** GORDON, III, RAYMOND**Deliverable:** 31931 - Inspect Septage and sludge facilities, land application sites and hauling vehicles (GORDON, III, RAYMOND)**Description:**

Start: 10/1/2019	End: 9/30/2020	Qty: 245 Inspections	Auto Calc: X	Completed:		% Complete: 0.00
Activity: Legislation						
Description: Testify on all sludge and septage-related bills						
Start: 10/1/1999	End:	Lead Person: GORDON, III, RAYMOND				
Deliverable: 31932 - Testify on all proposed sludge and septage-related bills (GORDON, III, RAYMOND)						
Description:						
Start: 10/1/2019	End: 9/30/2020	Qty: 1 Letters	Auto Calc: X	Completed:		% Complete: 0.00
Activity: Permits/Approvals						
Description: Process applications for Sludge Quality Certifications, Septage or Sludge Hauler Permits, and requests for Septage or Sludge facility or site permit; Process requests for waivers; Process Septage Holding Tank PbN or Transfer/Storage Tank Permit Applications.						
Start: 10/1/1999	End:	Lead Person: HOUSTON, JUDITH				
Deliverable: 31933 - Process requests for waivers. (HOUSTON, JUDITH)						
Description: For Septage or Sludge facility or site permits.						
Start: 10/1/2019	End: 9/30/2020	Qty: 2 Applications, Permit	Auto Calc: X	Completed:		% Complete: 0.00
Deliverable: 31934 - Process all Septage EQ Certification Applications (HOUSTON, JUDITH)						
Description:						
Start: 10/1/2019	End: 9/30/2020	Qty: 1 Certifications	Auto Calc: X	Completed:		% Complete: 0.00
Deliverable: 31935 - Process all Sludge and Septage Hauler Permits (SWEATT, TIMOTHY)						
Description: Sludge Permits and Septage Hauler Permits are good or two years. 500 permits are anticipated one year, and 10 permits are anticipated the next.						
Start: 10/1/2019	End: 9/30/2020	Qty: 500 Permits Issued	Auto Calc: X	Completed:		% Complete: 0.00
Deliverable: 31936 - Process all Sludge Quality Certification Applications (DROUIN, ANTHONY)						
Description:						
Start: 10/1/2019	End: 9/30/2020	Qty: 5 Certifications	Auto Calc: X	Completed:		% Complete: 0.00
Deliverable: 31937 - Process Septage Holding Tank PbN or Storage/Transfer Tank Permit Applications (HOUSTON, JUDITH)						
Description:						
Start: 10/1/2019	End: 9/30/2020	Qty: 1 Applications, Permit	Auto Calc: X	Completed:		% Complete: 0.00
Deliverable: 31938 - Process Septage or Sludge facility or site permit applications. (HOUSTON, JUDITH)						
Description:						
Start: 10/1/2019	End: 9/30/2020	Qty: 5 Applications, Permit	Auto Calc: X	Completed:		% Complete: 0.00
Activity: QAPP Self-Audit						
Description: Perform annual self-audit of existing QAPP's.						
Start: 11/1/2005	End:	Lead Person: HOUSTON, JUDITH				

Deliverable: 31939 - Complete Annual Quality Assurance System Program Self-Audit (HOUSTON, JUDITH)**Description:****Start:** 10/1/2019 **End:** 9/30/2020 **Qty:** 1 Self-Assessments **Auto Calc:** ☒ **Completed:** ☐ **% Complete:** 0.00**Activity:** Sampling**Description:** Complete the Sludge Quality Sampling Program, including preparation and submittal of Annual Legislative Report by 11/1/17.**Start:** 10/1/1999 **End:** **Lead Person:** GORDON, III, RAYMOND**Deliverable:** 31940 - Complete sludge quality certification sampling program (GORDON, III, RAYMOND)**Description:** Using \$10,000 authorized. Contracts with Absolute Resource Inc.
In-state SQC sites annual sludge quality sampling performed.**Start:** 10/1/2019 **End:** 9/30/2020 **Qty:** 17 Sampling Rounds **Auto Calc:** ☒ **Completed:** ☐ **% Complete:** 0.00**Activity:** Technical Assistance and Outreach**Description:** Respond to all requests for technical assistance relating to questions concerning sludge or septage; review and process pre-applications for HB 207 monies**Start:** 10/1/1999 **End:** **Lead Person:** GORDON, III, RAYMOND**Deliverable:** 31941 - Respond to tech assist requests on septage and sludge-related questions (DROUIN, ANTHONY)**Description:** Number of hours spent responding to communities and the public on the beneficial use and disposal of sludge and septage**Start:** 10/1/2019 **End:** 9/30/2020 **Qty:** 100 Hours **Auto Calc:** ☒ **Completed:** ☐ **% Complete:** 0.00

Program: STATE AID GRANT PROGRAM

Description: The State Aid Grant Program administers the state aid grant and bond guarantee programs for the construction of municipal wastewater treatment facilities.

Start: 10/1/1999 **End:**

Activity: Technical Work Products-grant payments				
Description: Process State Aid grant payments				
Start: 10/1/1999	End:	Lead Person: MALCOLM, BETH		
Deliverable: 31943 - Process all State Aid Grant payments (MALCOLM, BETH)				
Description:				
Start: 10/1/2019	End: 9/30/2020	Qty: 170 Payments	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/> % Complete: 0.00

Activity: Technical Work Products-letters of authorization				
Description: Process letters authorizing the award of construction contracts				
Start: 10/1/1999	End:	Lead Person: MALCOLM, BETH		
Deliverable: 31944 - Process letters authorizing the award of construction (UNASSIGNED)				
Description: (SAG only, does not include SRF)				
Start: 10/1/2019	End: 9/30/2020	Qty: 10 Letters	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/> % Complete: 0.00

Program: STATE REVOLVING FUND LOAN PROGRAM

Description: The State Revolving Fund(SRF) administers the loan funds for the construction of municipal wastewater treatment facilities and municipal landfill closure projects

Start: 10/1/1999**End:****Activity:** Technical Work Products-Annual Report

Description: Develop an annual report for the SRF Program detailing how much and to whom the monies were obligated

Start: 10/1/1999**End:**

Lead Person: 42150 - ENVIRONMENTAL
PROGRAM MGR

Deliverable: 31945 - Develop an annual report for the SRF Program (UNASSIGNED)

Description: Develop an annual report for the SRF Program detailing how much and to whom the monies were obligated

Start: 10/1/2019**End:** 9/30/2020**Qty:** 1 Reports, Final**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Activity:** Technical Work Products-Intended Use Plan

Description: Develop an Intended Use Plan detailing how DES proposes to allocate the SRF funds

Start: 10/1/1999**End:**

Lead Person: 42150 - ENVIRONMENTAL
PROGRAM MGR

Deliverable: 31946 - Develop an Intended Use Plan for the SRF Program (UNASSIGNED)**Description:****Start:** 10/1/2019**End:** 9/30/2020**Qty:** 1 Plans**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Activity:** Technical Work Products-Loan Agreements

Description: Process original and supplemental loan agreements for the SRF Program

Start: 10/1/1999**End:**

Lead Person: 42150 - ENVIRONMENTAL
PROGRAM MGR

Deliverable: 31947 - Process all loan agreements for the SRF Program (UNASSIGNED)

Description: Process original and supplemental loan agreements for the SRF Program

Start: 10/1/2019**End:** 9/30/2020**Qty:** 30 Agreements**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Activity:** Technical Work Products-Loan Disbursements

Description: Process all loan disbursements relating to the SRF Program

Start: 10/1/1999**End:**

Lead Person: 42150 - ENVIRONMENTAL
PROGRAM MGR

Deliverable: 31948 - Process all loan disbursements (BOURRET, KATHLEEN)

Description: Process all loan disbursements relating to the SRF Program

Start: 10/1/2019**End:** 9/30/2020**Qty:** 125 Disbursements**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Activity:** Technical Work Products-SRF Applications

Description: Process all requests for SRF Funds					
Start: 10/1/1999	End:	Lead Person: 42150 - ENVIRONMENTAL PROGRAM MGR			
Deliverable: 31949 - Process SRF Applications (UNASSIGNED)					
Description: Process all requests for SRF funds					
Start: 10/1/2019	End: 9/30/2020	Qty: 30 Applications	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/>	% Complete: 0.00

Program: 305(B) AND 303(D) REPORTS AND WATER QUALITY ASSESSMENTS

Description: Section 305(b) of the federal Clean Water Act (CWA) requires each state to submit a full report every two years (even numbered years) to the USEPA and the US Congress with updates submitted to EPA in odd numbered years. Section 303(d) of the CWA requires States to develop and submit lists of impaired waters to EPA for approval.

Start: 10/1/1999**End:****Activity:** A1: Gather Data for SWQAs

Description: FY14 EPA P&C #64: This activity includes tasks associated with gathering data for 305(b)/303(d) Surface Water Quality Assessments (SWQAs).

Start: 10/1/2003**End:****Lead Person:** WOOD, MATTHEW**Deliverable:** 30872 - A1-1: Gather Data - FY20 SWQA (WOOD, MATTHEW)

Description: Includes gathering data from all available sources of surface water quality data which might be of use in 305(b)/303(d) Surface Water Quality Assessments (SWQAs).

Start: 1/1/2019**End:** 8/31/2020**Qty:** 1 Data Sets**Auto Calc:** ☒**Completed:** ☐**% Complete:** 50.00**Activity:** A2: Update CALM

Description: FY18 EPA P&C #26: FY14 EPA P&C #64: The first Consolidated Assessment and Listing Methodology (CALM) was developed in FY02 for the October 1, 2002 submission. Although the CALM is quite descriptive, it is a document that should be periodically reviewed to keep it current with the latest in assessment methods and guidance. This activity includes deliverables designed to improve the CALM and 305(b)/ 303(d) Surface Water Quality Assessments (SWQAs) in the future.

Start: 10/1/2002**End:****Lead Person:** WOOD, MATTHEW**Deliverable:** 29167 - A2-1: Update CALM for FY20 SWQA (WOOD, MATTHEW)

Description: Work includes soliciting comments on the latest version of the CALM, revising the CALM as necessary, redistributing the CALM for internal review, and finalizing the CALM for use in 305(b)/303(d) Surface Water Quality Assessments (SWQAs).

Start: 10/1/2019**End:** 5/31/2020**Qty:** 1 Updates**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Activity:** A3: Test latest ADB; Develop Reports

Description: FY14 EPA P&C #64: This activity includes work associated with loading new versions of the ADB on DES computers, training staff in its use, and testing it to see if it compatible with the website, maps, and reports created in the previous cycle and creating new ORACLE reports for 305b/303d reporting purposes if necessary.

Start: 10/1/2003**End:****Lead Person:** WOOD, MATTHEW**Deliverable:** 30873 - A3-1: ADB Training - FY20 SWQA (WOOD, MATTHEW)

Description: This task includes loading the program on DES computers, and training (retraining) staff in the use of EPAs ADB and NHDESs SADB for the 2020 assessment cycle.

Start: 9/1/2019**End:** 4/1/2020**Qty:** 1 Training Sessions**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Activity:** A4: Update GIS/NHD coverage for SWQAs

Description: FY14 EPA P&C #64: This activity includes updating and maintaining GIS/ NHD coverage for 305(b)/303(d) Surface Water Quality Assessments (SWQAs). Deliverables every other year.

Start: 10/1/2003**End:****Lead Person:** WOOD, MATTHEW

Activity: A5: Assessments, ADB Updates for SWQAs

Description: FY14 EPA P&C #64: This activity includes assessing surface waters using the Supplemental ADB, and inputting assessment results into the ADB for 305(b)/303(d) Surface Water Quality Assessments (SWQAs).

Start: 10/1/2003**End:****Lead Person:** WOOD, MATTHEW**Deliverable:** 30875 - A5-1: Update waters in ADB - FY20 SWQA (WOOD, MATTHEW)

Description: Assess data for waterbodies for use support using available data and the CALM protocol and update the SADB & ADB/ATTAINS for the 2020 305(b)/303(d) SWQA.

Start: 10/1/2019**End:** 9/30/2020**Qty:** 1 Updates**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Activity:** A6: Prepare Draft 305b/303d SWQA Text

Description: FY14 EPA P&C #64: Section 305(b) of the Clean Water Act requires submittal of information in addition to that included in the ADB (i.e., economic/benefit analysis, wetlands status, etc.). This activity includes tasks to address these additional requirements

Start: 10/1/2003**End:****Lead Person:** WOOD, MATTHEW**Deliverable:** 30876 - A6-1: Prepare draft 305(b)/303(d) SWQA - FY20 SWQA (UNASSIGNED)

Description: Prepare required 2020 305b/303 text per EPA guidance and CWA requirements. Examples include the economic/benefit analysis, wetlands assessment, etc.

Start: 10/1/2019**End:** 12/31/2020**Qty:** 1 Drafts**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Activity:** A7: Public Notice for the Draft 303d

Description: FY14 EPA P&C #64: This activity includes tasks involved with issuing the DRAFT 303(d) SWQA for public comment

Start: 11/1/2003**End:****Lead Person:** WOOD, MATTHEW**Deliverable:** 30877 - A6-2: Update Website - FY20 SWQA (WOOD, MATTHEW)

Description: Update Website - FY20 SWQA

Start: 1/1/2020**End:** 5/15/2020**Qty:** 1 Web Sites**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Deliverable:** 30878 - A7-1: 303d Public Comment Guidance - FY20 SWQA (WOOD, MATTHEW)

Description: Prepare guidance for submitting public comments for the FY20 303(d) SWQA.

Start: 1/1/2020**End:** 5/15/2020**Qty:** 1 Documents**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Activity:** A8: Prepare FINAL 305(b)/303(d) SWQA

Description: FY18 EPA P&C #25: FY15 EPA P&C #59 & 59a: FY14 EPA P&C #64: FY12 EPA P&C #73: FY10 EPA P&C #76. This activity includes all work associated with preparation of the final 305(b)/303(d) Surface Water Quality Assessment (SWQA).

Start: 1/15/2004**End:****Lead Person:** WOOD, MATTHEW**Deliverable:** 30879 - A8-1: Respond to EPA comments - FY20 SWQA (WOOD, MATTHEW)

Description: This task includes all efforts associated with addressing EPA comments on the 2020 DRAFT 305(b)/303(d) Surface Water Quality Assessment (SWQA). This includes all time spent in meetings, conference calls, emails, responses to their comments, etc.

Start: 4/1/2020**End:** 7/31/2020**Qty:** 1 Responses**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Deliverable:** 30880 - A8-2: Respond to public comment- FY20 SWQA (WOOD, MATTHEW)

Description:	This task includes all time spent preparing a response to public comment on the 2020 DRAFT 305(b)/303(d) Surface Water Quality Assessment (SWQA).				
Start: 3/1/2020	End: 7/31/2020	Qty: 1 Responses	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/>	% Complete: 0.00
Deliverable: 30881 - A8-3: Finalize GIS/NHD/SADB/ATTAINS/CALM for FY20 SWQA (WOOD, MATTHEW)					
Description:	This task includes final revisions to the GIS/NHD coverage, the ADB and the CALM for the 2020 FINAL 305(b)/303(d) SWQA.				
Start: 2/1/2020	End: 4/1/2020	Qty: 1 Updates	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/>	% Complete: 0.00
Deliverable: 30882 - A8-4: Update Website for FINAL FY20 SWQA. (WOOD, MATTHEW)					
Description:	This task includes updating the DES website (lists, documents and maps) to include the 2020 FINAL 305(b)/303(d) Surface Water Quality Assessment (SWQA) results.				
Start: 3/1/2020	End: 7/1/2020	Qty: 1 Web Sites	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/>	% Complete: 0.00
Deliverable: 30883 - A8-5: Submit FINAL FY20 305(b)/303(d) SWQA to EPA (WOOD, MATTHEW)					
Description:	This task includes submission of 2020 FINAL 305(b)/303(d) files, documents, and lists to EPA. This includes submission of the 303(d) list and response to public comments. Submit narrative 2020 305(b) report 60 days following 2020 303(d) approval by EPA.				
Start: 1/1/2020	End: 6/30/2020	Qty: 1 Documents	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/>	% Complete: 0.00
Activity: D1: ADB Supplemental Database					
Description: FY14 EPA P&C #64: FY12 EPA P&C #73: FY08 EPA P&C # 72: 106#1 To make the ADB more useful and comprehensive in terms of documenting data used for assessments, additional tables and columns must be created and attached to the existing database.					
Start: 6/1/2003	End:	Lead Person: WOOD, MATTHEW			
Deliverable: 30884 - D1: Create, test and update Supplemental ADB for 2020 cycle. (WOOD, MATTHEW)					
Description:	Create, test, and update an Enhanced Supplemental Assessment Database (SADB) for use in automating 305(b) assessments for 2020. This entails making corrections to the existing ADB and adding additional functionalities and comparisons in order for the 2020 automated assessment to be more efficient and accurate.				
Start: 8/1/2019	End: 12/31/2019	Qty: 1 Programs	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/>	% Complete: 30.00
Activity: J1: Comprehensive Monitoring Strategy					
Description: FY14 EPA P&C #60: A comprehensive monitoring strategy is needed to implement the assessment methodology for all waterbodies, and will serve as a foundation for the annual sampling workplans by DES, volunteers, and othe organizations. The strategy will iimplement our watershed approach. (Note this was tracked in FY02 as deliverable under the Activity "Prepare 2002 305(b0 Report (Current)". It was switched to an activity in FY03 because it is a major workproduct. P&C 16/17 obj. 2.2 #20					
Start: 7/1/2002	End:	Lead Person: NEILS, DAVID			
Deliverable: 33152 - Report on status and trends of VLAP lakes (NEILS, DAVID)					
Description:					
Start: 10/1/2019	End: 9/30/2020	Qty: 1 Reports, Final	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/>	% Complete: 0.00
Activity: P1: Lakes Probabilistic Monitoring					
Description: FY12 EPA P&C #68 & #72. FY11 EPA P&C #87 . This activity includes state-wide probabilistic montioring programs for 305b-303d reporting. No monitoring activity for FY14 or FY15. FFY16/17 EPA P&C #20 & 21, 24 (water obj 2.2).					
Start: 10/1/2006	End:	Lead Person: NEILS, DAVID			

Deliverable: 33153 - Data analysis (NEILS, DAVID)**Description:** Complete data analysis necessary to determine lake conditions. Analyses are dependent on the availability of data from EPA.**Start:** 10/1/2019**End:** 9/30/2020**Qty:** 1 Analyses**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Activity:** P2: Flowing Waters Probabilistic Monitoring**Description:** FY 14 EPA P&C #59; FY13 EPA P&C # 65. FY12 EPA P&C #68 & #72 ; FY11 EPA P&C #87. Relates to EPA 2009 P&C list # 113 and 106 supplemental funding plan. 16/16 P&C obj. 2.2 #20, 21, 24**Start:** 10/1/2006**End:****Lead Person:** NEILS, DAVID**Activity:** P3: Coastal Probabilistic Monitoring**Description:** 10/28/15 - There will be no deliverables for this Activity until the next NCA which is in 2020.

9/13/13 - No monitoring in FY14 but is expected to resume in FY15. FY12 EPA P&C #68 & #72 FY11 EPA P&C #87. Prior to FFY 09 see National Coastal Assessment Activity under Tidal Water Quality Monitoring Program

Start: 10/1/2008**End:****Lead Person:** EDWARDSON, KENNETH**Activity:** P4: Wetlands Probabilistic Monitoring**Description:** 8/13/14- No monitoring activity expected in FY14 or FY15- next NWCA is 2016. FY12 EPA P&C #72. Participation in the 2011 National Wetland Condition Assessment and completion of a state level probabilistic assessment of wetlands. 16/17 EPA P&C Obj 2.2, #20, 24**Start:** 10/1/2008**End:****Lead Person:** WALSH, EDWARD**Deliverable:** 32716 - 2021 NWCA Preparation (FY20) (WALSH, EDWARD)**Description:** Participate in meetings, conference calls and email exchanges to prepare for the next NWCA in summer of 2021**Start:** 10/1/2019**End:** 9/30/2020**Qty:** 1 Workplans**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Activity:** X: Regional Meeting/Conferences - SWQAs**Description:** FY18 P&C# 25: Participation in regional / national meetings, conferences, conference calls and workgroups related to 305(b)/303(d) surface water quality assessment (SWQA) issues. Examples include meetings and conference calls with NEIWPCC TMDL workgroups and ACWA conference calls.**Start:** 10/1/2006**End:****Lead Person:** WOOD, MATTHEW**Deliverable:** 30885 - X-1: 305(b)/303(d) Workgroups - SWQA (WOOD, MATTHEW)**Description:** Participation in 305(b)/303(d) Workgroups such as NEIWPCC and EPA.**Start:** 10/1/2019**End:** 9/30/2020**Qty:** 1 Meetings**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Activity:** Y: Technical Assistance - SWQAs**Description:** This activity includes all time spent attending meetings, making presentations, participating in conference calls, and responding to inquiries regarding general 305(b)/303(d) issues. Examples include attendance on the NEIWPCC 305(b)/303(d) workgroups.**Start:** 10/1/2003**End:****Lead Person:** WOOD, MATTHEW

Deliverable: 30886 - Y-1: Presentations - SWQA (WOOD, MATTHEW)					
Description:		This deliverable includes all presentations related to SWQAs not covered under any other program.			
Start: 10/1/2019	End: 9/30/2020	Qty: 1 Presentations	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/>	% Complete: 0.00
Deliverable: 30887 - Y-2: Respond to Inquiries - SWQA (WOOD, MATTHEW)					
Description:		This deliverable includes all time spent responding to inquiries that require some data compilations regarding 305(b)/303(d) Surface Water Quality Assessments. The total number of inquires is estimated and can vary significantly in any given year. The total has been reduced in recent years as more tools have been placed on the web.			
Start: 10/1/2019	End: 9/30/2020	Qty: 15 Inquiries	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/>	% Complete: 0.00

Program: AMBIENT RIVER MONITORING (TREND/SYNOPTIC MONITORING)**Description:** Collect physicochemical and bacteriological data from rivers, streams, and brooks to determine compliance with surface water quality standards.**Start:** 10/1/2001**End:****Activity:** Complaints**Description:** Receive, document, and investigate river related water quality complaints**Start:** 10/1/2001**End:****Lead Person:** WALSH, EDWARD**Deliverable:** 32704 - River Complaints Received (FY 20) (WALSH, EDWARD)**Description:** Tracks number of river/stream complaints received including documentations, follow-up correspondence, data input to EMD, and site visits.**Start:** 10/1/2019**End:** 9/30/2020**Qty:** 12 Complaints**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Activity:** Program Administration**Description:** Includes proposal writing, grant preparation, MTRS workplan development, discussions with funding agency (e.g., EPA, NOAA, NHEP, etc.), state budget preparation and monitoring, grant budget preparation and monitoring, grant reporting, reading scientific literature, evaluating staff, etc.**Start:** 10/1/2006**End:****Lead Person:** WALSH, EDWARD**Deliverable:** 32705 - Hire and Train Interns (FY 20) (WALSH, EDWARD)**Description:** Typically hire two 3 month summer ARMP interns. Deliverable includes selection of candidates for interviews and final selection of candidates to hire**Start:** 10/1/2019**End:** 9/30/2020**Qty:** 2 Interns**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Activity:** Technical Assistance**Description:** Receive and process public requests for river water quality data/information. This includes requests from the general public, consultants, real estate agents, and state and federal agencies. Technical assistance also provided to DES or outside entities regarding surface water quality science and monitoring.**Start:** 10/1/2003**End:****Lead Person:** WALSH, EDWARD**Deliverable:** 32706 - Technical Assistances Provided (FY20) (WALSH, EDWARD)**Description:** Includes non-regulatory assistance to government entities, non-profits, NGOs, public, etc. Technical assistance is provided via site visits, telephone calls, and email. [Number of assistances is based on the number of requests received.]**Start:** 10/1/2019**End:** 9/30/2020**Qty:** 30 Assistances Provided**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Activity:** Water Sampling Preparation**Description:** Multiple tasks associated with water sampling, prior to onset of sampling season: (1) hire summer interns; (2) order supplies and equipment; and (3) Repair, maintain, test equipment.**Start:** 1/1/2003**End:****Lead Person:** WALSH, EDWARD**Deliverable:** 32707 - Equipment Inventory (FY20) (WALSH, EDWARD)**Description:** All ARMP and complaints equipment is inspected and tested prior to the summer sampling season and at the completion of that years sampling. Equipment inventory spreadsheet is maintained and updated annually.**Start:** 10/1/2019**End:** 9/30/2020**Qty:** 2 Inventories**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Deliverable:** 32708 - Intern Orientation and Training (FY20) (WALSH, EDWARD)

Description:		Provide orientation and training sessions for summer ARMP interns. Training sessions includes use of handheld meters, use of dataloggers, EMD training, Limnology Lab training, and complaint investigation training.			
Start: 10/1/2019	End: 9/30/2020	Qty: 2 Interns	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/>	% Complete: 0.00
Deliverable: 32709 - Sampling and Analysis Plan (FY20) (WALSH, EDWARD)					
Description:		Develop 2020 sampling and analysis plan for sample collection consistent with QAPP, SOPs, and Comprehensive Monitoring Strategy, including water quality parameter and sampling station selection.			
Start: 10/1/2019	End: 9/30/2020	Qty: 1 Plans	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/>	% Complete: 0.00
Deliverable: 32710 - Update of SOPs,, Datasheets and ARMP Manual (FY 20) (WALSH, EDWARD)					
Description:		Revise/update/create SOPs, as necessary and incorporate revisions in 2020 RMP Manual			
Start: 10/1/2019	End: 9/30/2020	Qty: 1 Plans	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/>	% Complete: 0.00
Activity: Water Sampling, Analysis, and Data Handling					
Description:		Definition of all aspects of the Ambient River Monitoring Program, including QAPP development/revision; workplans; training; data collection; field audits, verification/validation of data; data entry; data entry QC; QA/QC self-audit.			
Start: 10/1/2002	End:	Lead Person: WALSH, EDWARD			
Deliverable: 30857 - Datalogger Deployments/Datasets (FY20) (WALSH, EDWARD)					
Description:		Processing includes deployment of dataloggers, post deployment QA/QC of datalogger and data, and import into the EMD. Includes multiparameter datalogger deployments and water temperature loggers.			
Start: 10/1/2019	End: 9/30/2020	Qty: 70 Data Sets	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/>	% Complete: 0.00
Deliverable: 32711 - Field Audits of Interns (FY20) (WALSH, EDWARD)					
Description:		Accompany RMP interns to ensure appropriate sample collection procedures, field instrumentation use, data documentation, field safety, etc.			
Start: 10/1/2019	End: 9/30/2020	Qty: 2 Audits	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/>	% Complete: 0.00
Deliverable: 32712 - Import Data Set to EMD (FY20) (WALSH, EDWARD)					
Description:		Input 2019 water quality data to EMD. The number of entries is contingent on actual number of stations sampled and parameters analyzed. The completed data set is defined as data set following QC checks and evaluation relative to measurement performance criteria in approved ARMP QAPP.			
Start: 10/1/2019	End: 9/30/2020	Qty: 2400 Entries	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/>	% Complete: 0.00
Deliverable: 32713 - QA Systems Program Self-Audit (FY20) (WALSH, EDWARD)					
Description:		Prepare RMP self-audit for 2019 sampling season, which includes, but not limited to, documentation of program objectives, QAPP inconsistencies, and data limitations.			
Start: 10/1/2019	End: 9/30/2020	Qty: 1 Audits	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/>	% Complete: 0.00
Deliverable: 32714 - Water Sampling (FY19) (WALSH, EDWARD)					
Description:		Collect 2020 water quality data from stations throughout New Hampshire: 40 fixed, long-term stations, 12 synoptic rotating basin stations and other stations as determined by the annual SAP or as needs arise.			
Start: 10/1/2019	End: 9/30/2020	Qty: 200 Site Visits	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/>	% Complete: 0.00

Program: BEACH INSPECTIONS

Description: Inspect and sample for bacterial quality approximately 16 coastal beaches and 180 freshwater beaches during the summer recreational season. Coastal beaches are sampled weekly or every other week; freshwater beaches monthly. Beach owners are notified of violations and signs to post are provided.

Start: 10/1/1999**End:****Activity:** Develop and Administer a Risk-Based Beach Evaluation and Classification Process

Description: Develop the process to rank coastal beaches into Tier I, II & III status for sampling purposes.

Start: 10/1/2003**End:****Lead Person:** 42170 - ENVIRONMENTALIST III**Deliverable:** 32684 - BEACH Act Performance Criterion 1: Risk-based beach evaluation and classification process (UNASSIGNED)

Description: Review and Revise the Tiered Monitoring Plan annually to reflect program changes. The process will be based on risk-based evaluation and classification of NH coastal beaches.

Start: 1/1/2020**End:** 12/31/2020**Qty:** 1 Processes**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Deliverable:** 32678 - BEACH Act Performance Criterion 1: Risk-based beach evaluation and classification process (UNASSIGNED)

Description: Review and Revise the Tiered Monitoring Plan annually to reflect program changes. The process will be based on risk-based evaluation and classification of NH coastal beaches.

Start: 1/1/2019**End:** 12/31/2019**Qty:** 1 Processes**Auto Calc:** ☒**Completed:** ☒**% Complete:** 100.00**Activity:** Lakewide Cyanobacteria Investigations

Description: Response to potential cyanobacteria blooms on waterbodies without beaches or that do not occur at beaches.

Start: 10/1/2017**End:****Lead Person:** 42170 - ENVIRONMENTALIST III**Deliverable:** 32685 - Complete microscopic analyses (UNASSIGNED)

Description: Identification and density estimates of non-beach cyanobacteria samples

Start: 1/1/2020**End:** 12/31/2020**Qty:** 500 Samples**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Deliverable:** 32686 - Cyanotoxin analysis (UNASSIGNED)

Description: ELISA tests to estimate the presence/absence and concentrations of cyanotoxins

Start: 1/1/2020**End:** 12/31/2020**Qty:** 500 Tests**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Deliverable:** 32676 - Cyanotoxin analysis (UNASSIGNED)

Description: ELISA tests to estimate the presence/absence and concentrations of cyanotoxins

Start: 1/1/2019**End:** 12/31/2019**Qty:** 100 Tests**Auto Calc:** ☒**Completed:** ☒**% Complete:** 200.00**Deliverable:** 32687 - Public notification of non-beach cyanobacteria blooms (UNASSIGNED)

Description: Phone calls, emails, web updates, twitter, press releases to inform public and public officials of unsafe bathing conditions due to cyanobacteria blooms.

Start: 1/1/2020**End:** 12/31/2020**Qty:** 100 Notices**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Deliverable:** 32677 - Public notification of non-beach cyanobacteria blooms (UNASSIGNED)

Description: Phone calls, emails, web updates, twitter, press releases to inform public and public officials of unsafe bathing conditions due to cyanobacteria blooms.

Start: 7/1/2019**End:** 12/31/2019**Qty:** 50 Notices**Auto Calc:** ☒**Completed:** ☒**% Complete:** 100.00

Activity: Operate the coastal beach program

Description: EPA P&C #72 -- The NH response to the BEACH Act Performance Criteria were approved by EPA in 2016 and guide the NH beach monitoring program to remain eligible for future Beach grant monies. The coastal beach program consists of sixteen beaches located along NH's marine coast.

Start: 10/1/1999**End:****Lead Person:** 42170 - ENVIRONMENTALIST III**Deliverable:** 32688 - BEACH Act Performance Criterion 3: Methods and assessment procedures for Coastal Beach Sampling (UNASSIGNED)

Description: Inspect and monitor coastal public beaches on a weekly or bi-weekly basis during the swim season.

Start: 1/1/2020**End:** 12/31/2020**Qty:** 1000 Inspections**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Deliverable:** 31815 - BEACH Act Performance Criterion 4: Monitoring report submission (COFRIN, MELANIE)

Description: Collect and report monitoring data in timely reports. Report monitoring data to EPA at least annually. Data is stored primarily in the NHDES Environmental Monitoring Database (EMD) and is submitted by NHDES data management staff.

Start: 1/1/2020**End:** 12/31/2020**Qty:** 1 Data Submitted**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Deliverable:** 29870 - BEACH Act Performance Criterion 4: Monitoring report submission (COFRIN, MELANIE)

Description: Develop a mechanism to collect and report monitoring data in timely reports (DONE). Required to report NHDES monitoring data to USEPA at least annually, submitted by NHDES Data Management staff.

Start: 1/1/2019**End:** 12/31/2019**Qty:** 1 Data Submitted**Auto Calc:** ☒**Completed:** ☒**% Complete:** 600.00**Deliverable:** 31816 - Performance criterion 8: Notification Report Submission (COFRIN, MELANIE)

Description: Report to EPA the actions taken to notify the public when water quality standards are exceeded. This notification data is stored primarily in the Environmental Monitoring Database (EMD) Beach model and is submitted at least yearly by NHDES data management staff.

Start: 1/1/2020**End:** 12/31/2020**Qty:** 1 Data Submitted**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Deliverable:** 29871 - Performance criterion 8: Notification Report Submission (COFRIN, MELANIE)

Description: Report to USEPA the actions they have taken to notify the public when water quality standards are exceeded. Notification data is submitted at least yearly by NHDES Data Management section staff.

Start: 1/1/2019**End:** 12/31/2019**Qty:** 1 Reporting Requirements**Auto Calc:** ☒**Completed:** ☒**% Complete:** 300.00**Activity:** Operate the freshwater beach program

Description: All freshwater public beaches throughout the state.

Start: 10/1/1999**End:****Lead Person:** 42170 - ENVIRONMENTALIST III**Deliverable:** 32689 - Monitor Public beaches for cyanobacteria scums and issue advisories if confirmed (UNASSIGNED)

Description: Monitor all public bathing beaches for cyanobacteria scums and post advisories if potential toxic producing cyanobacteria are present.

Start: 1/1/2020**End:** 12/31/2020**Qty:** 500 Inspections**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Deliverable:** 32690 - Sample Freshwater Beaches (UNASSIGNED)

Description: Inspect and sample for bacterial quality approximately 100 freshwater beaches (3 samples per beach) on a biweekly basis during the summer recreational season. Inform beach owners of violations and provide signs to post.

Start: 1/1/2020**End:** 12/31/2020**Qty:** 1000 Inspections**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Activity:** Public Notification and Risk Management

Description: EPA P&C #72 : Increase public education and awareness of the Beach Program and program activities. Encourage public comment on program activities. Develop new means to increase program outreach activities.					
Start: 10/1/2002	End:	Lead Person: 42170 - ENVIRONMENTALIST III			
Deliverable: 32691 - BEACH Act Criterion 6: Public notification and risk management plan (UNASSIGNED)					
Description: Review and Revise Public Notification and Risk Communication Plan Annually to reflect Beach Program changes.					
Start: 1/1/2020	End: 12/31/2020	Qty: 1 Reviews	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/>	% Complete: 0.00
Deliverable: 32681 - BEACH Act Criterion 6: Public notification and risk management plan (UNASSIGNED)					
Description: Review and Revise Public Notification and Risk Communication Plan Annually to reflect Beach Program changes.					
Start: 7/1/2019	End: 12/31/2019	Qty: 1 Reviews	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input checked="" type="checkbox"/>	% Complete: 100.00
Activity: Submit Reports to EPA					
Description: Submit reports on the progress of Beach workplan activities.					
Start: 10/1/2002	End:	Lead Person: 42170 - ENVIRONMENTALIST III			
Deliverable: 32692 - Produce Annual Reports (UNASSIGNED)					
Description: Produce and submit annual performance report on program activities. Historically, this has been due April 1 for EPA.					
Start: 1/1/2020	End: 12/31/2020	Qty: 1 Reports, Final	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/>	% Complete: 0.00
Deliverable: 32682 - Produce Annual Reports (UNASSIGNED)					
Description: Produce and submit annual performance report on program activities. Historically, this has been due April 1.					
Start: 7/1/2019	End: 12/31/2019	Qty: 1 Reports, Final	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input checked="" type="checkbox"/>	% Complete: 100.00
Deliverable: 32693 - Quarterly Grant Update (UNASSIGNED)					
Description: Programmatic Condition #2 for yearly grant. Quarterly program updates can be in the form of meetings or telephone conversations.					
Start: 1/1/2020	End: 12/31/2020	Qty: 4 Updates	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/>	% Complete: 0.00

Program: BIOMONITORING

Description: Collect and interpret biological data, primarily from wadable streams. Information is used to determine surface water quality violations, for enforcement, and towards establishing statewide numeric biological criteria.

Start: 10/1/1999**End:****Activity:** Biological Monitoring

Description: Projects related to the collection of data to monitor the condition of aquatic communities. A majority of standard monitoring activities will be suspended in 2008-09 in order to complete a probabilistic assessment of flowing waters. See 305b/303d program for details

Start: 10/1/2006**End:****Lead Person:** CHAPMAN, ANDREW**Deliverable:** 32717 - Biological Monitoring for purposes of aquatic life use determination (CHAPMAN, ANDREW)

Description: Trend and Synoptic sampling for assessment purposes, index refinement, calibration, and WQS development. Includes annual site selection for Synoptic sites and collection of macroinvertebrates and/ or fish at 28 Trend stations and 8-10 Synoptic stations on an annual basis.

Start: 10/1/2019**End:** 9/30/2020**Qty:** 2 Projects**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Activity:** Data Management / Analysis / Sharing

Description: Includes field data input, management, analysis, and satisfying data requests.

Start: 6/1/1997**End:****Lead Person:** CHAPMAN, ANDREW**Deliverable:** 32718 - Biological Data Input, EDAS Database Improvements (CHAPMAN, ANDREW)

Description: Data entry of field data and bulk uploads of WQ, fish and macroinvertebrate data between EDAS and EMD. Database improvements to properly update fields in EMD/EDAS, enter and upload data and verify station information for GIS coverage. Approximately 60 sites annually.

Start: 10/1/2019**End:** 9/30/2020**Qty:** 60 Data Sets**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Deliverable:** 32719 - Data Analysis (CHAPMAN, ANDREW)

Description: Includes statistical analysis of physical, chemical, and biological data for purposes of index development, report preparation, and comparative analysis. Used as a "catch all" for unplanned requests or necessary data analysis. Quantity is just an estimate.

Start: 10/1/2019**End:** 9/30/2020**Qty:** 10 Efforts**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Deliverable:** 32720 - Data Requests (CHAPMAN, ANDREW)

Description: Complete inter and extra-agency or entity data requests. Quantity is only an estimate.

Start: 10/1/2019**End:** 9/30/2020**Qty:** 5 Requests**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Activity:** Equipment maintenance and supply ordering

Description: The program utilizes a variety of equipment that must be maintained and replaced regularly

Start: 10/1/2004**End:****Lead Person:** CHAPMAN, ANDREW**Deliverable:** 32724 - Field Equipment Inspection / Maintenance (CHAPMAN, ANDREW)

Description: A variety of equipment requires regular inspection and maintenance

Start: 10/1/2019**End:** 9/30/2020**Qty:** 20 Inspections**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Deliverable:** 32725 - Order supplies required for laboratory and field operations (CHAPMAN, ANDREW)

Description:				
Start: 10/1/2019	End: 9/30/2020	Qty: 20 Orders	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/> % Complete: 0.00
Activity: Lakes Biocriteria Development				
Description: No work being done with lakes biocriteria in 2016/17. EPA 2009 P&C list #80. EPA 2011 P & C #138. No Deliverables in 2010, 2011, 2012 due to limited staff support. 2013 EPA P & C # 68. 2014 EPA P&C list # 62, 66. FFY2016/17 EPA P&C #28 (water obj 2.2)				
Start: 12/1/2006	End:	Lead Person: NEILS, DAVID		
Activity: NPDES permit biological evaluations				
Description: Review, evaluate and recommend action on biological monitoring programs for NPDES permits.				
Start: 10/1/2015	End:	Lead Person: CHAPMAN, ANDREW		
Deliverable: 32721 - NPDES permits, reeview and evaluate biological monitoring programs (CHAPMAN, ANDREW)				
Description: Participate on technical advisory committees, review annual monitoring reports, and evaluate and recommend changes to biological monitoring programs for Seabrook Station, Vermont Yankee, Merrimack Station and other thermal discharge permits or other NPDES permits requiring biological monitoring, as needed. Unit is reviews but also includes meetings.				
Start: 10/1/2019	End: 9/30/2020	Qty: 2 Reviews	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/> % Complete: 0.00
Activity: Participate in regional biomonitoring program development efforts				
Description: EPA P&C LIST FY2012 #71: NE biomonitoring programs are continually working to advance biological assessment techniques. 2014 EPA P&C list # 62. 2015 EPA P&C list #23 (Goal 2, Water). P&C obj 2.2 #23.				
Start: 10/1/2004	End:	Lead Person: NEILS, DAVID		
Deliverable: 32726 - EPA P&C, Regional meetings, conference calls, etc. (CHAPMAN, ANDREW)				
Description: Used as a placeholder for unplanned meetings, conference calls. Quantity is only an estimate. 2015 EPA P&C list, Goal 2 (Water), # 23.				
Start: 10/1/2019	End: 9/30/2020	Qty: 5 Meetings	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/> % Complete: 0.00
Activity: Program Administration				
Description: MTRS, timesheets, IOIs, contracts, staffing, budgets, bureau coordination				
Start: 10/1/2005	End:	Lead Person: CHAPMAN, ANDREW		
Deliverable: 32722 - Staffing, Biomonitoring Interns (CHAPMAN, ANDREW)				
Description: Relates to the hiring and management of Biomonitoring Interns.				
Start: 10/1/2019	End: 9/30/2020	Qty: 2 Persons	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/> % Complete: 0.00
Activity: Quality Assurance				
Description: The Biomonitoring Program will prepare, update, and adhere to a QAPP that will reflect current activities.				
Start: 9/1/2001	End:	Lead Person: CHAPMAN, ANDREW		
Deliverable: 32727 - Biomonitoring Program QAPP, Annual Update (CHAPMAN, ANDREW)				

Description:		QAQC: Biomonitoring QAPP merged with Ambient River Monitoring QAPP in 2014. Resubmitted June, 2018. Update Biomonitoring Component of new QAPP annually and resubmit in 5 years. Site Code BIOMO01120			
Start: 10/1/2019	End: 9/30/2020	Qty: 1 Updates	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/>	% Complete: 0.00
Activity: Special Studies					
Description: Projects undertaken that are outside the normal program activities. Usually designed to develop or improve program operations. May not have deliverables every year.					
Start: 10/1/2006	End:	Lead Person: NELSON, KIRSTEN			

Activity: Wadeable Streams Biocriteria Development					
Description: 1st to 4th order streams. P&C 16 obj 2.2 # 29. P&C 17 obj 2.2 # 28					
Start: 10/1/2006	End:	Lead Person: CHAPMAN, ANDREW			
Deliverable: 26447 - Warmwater Fish index of biological integrity (CHAPMAN, ANDREW)					
Description:		END DATE EXTENDED AGAIN FROM 9/30/19. END DATE EXTENDED from 9/30/2018; FY2013 EPA P&C list #69. FY11 EPA P&C list #91; FY10 EPA supplemental monitoring grant; Data extraction and analysis; Relates to #80 on EPA FY 2009 P&C list. Also on EPA 106 supplemental funding plan. 2013 EPA P&C list #68. 2014 and 15 EPA P&C list # 66. 2016 P&C Obj 2.2, #29. 2017 P&C Obj 2.2, #28.			
Start: 10/1/2014	End: 9/30/2020	Qty: 1 Analyses	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/>	% Complete: 93.00

Program: CLEAN VESSEL ACT AND BOAT INSPECTIONS RSA 487:1-14

Description: Funding is provided through U.S. Fish and Wildlife Services to help reduce pollution from boat sewage discharges. This helps protect public health and limits nutrient discharges into surface water bodies.

Start: 10/1/1999**End:****Activity:** Boat inspections

Description: Monitor vessel compliance with coastal and inland No Discharge Area regulations. Effective 12/31/19 this activity is no longer being tracked.

Start: 10/1/1999**End:** 12/31/2019**Lead Person:** COFRIN, MELANIE**Deliverable:** 29873 - Coastal boat inspections (COFRIN, MELANIE)

Description: Cooperative effort with Coast Guard Auxiliary and Power Squadron. Safety inspection includes NDA discussion of regulations.

Start: 1/1/2019**End:** 12/31/2019**Qty:** 300 Inspections**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Deliverable:** 29874 - Inland boat inspections (COFRIN, MELANIE)

Description: Conduct inspections of recreational boat plumbing for compliance with inland No Discharge regulations. Issue decals and maintain database of inspected vessels.

Start: 1/1/2019**End:** 12/31/2019**Qty:** 80 Inspections**Auto Calc:** ☒**Completed:** ☒**% Complete:** 0.00**Activity:** Coastal No Discharge Area Implementation

Description: 2018/19 P & C #74; 2016/17 P&C #71, FY 14 P&C #110, 2012 EPAPPA # 118; 2011 EPAPPA #118; 2009 EPAPPA #111; 2008 EPAPPA #109; 2007 EPA P&C #93

Start: 10/1/2005**End:****Lead Person:** NEILS, DAVID**Deliverable:** 31792 - Enforcement - coordinate slip rental and mooring site agreements (COFRIN, MELANIE)

Description: 2018/19 P & C #74; 2016/17 P&C #71, 2012 EPAPPA # 118; 2011 EPAPPA # 118; 2009 EPAPPA #111; 2008 P & C #109; 2007 EPAPPA #93
Encourage provisions within agreement to dismiss violators from slip/mooring and require pumpouts for liveaboards. Date extended to from 9/30/2017 to 12/31/2017 on 8/22/2016 to change the date range to a calendar year.

Start: 1/1/2020**End:** 12/31/2020**Qty:** 4 Actions**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Deliverable:** 29877 - Enforcement - coordinate slip rental and mooring site agreements (COFRIN, MELANIE)

Description: 2018/19 P & C #74; 2016/17 P&C #71, 2012 EPAPPA # 118; 2011 EPAPPA # 118; 2009 EPAPPA #111; 2008 P & C #109; 2007 EPAPPA #93
Encourage provisions within agreement to dismiss violators from slip/mooring and require pumpouts for liveaboards. Date extended to from 9/30/2017 to 12/31/2017 on 8/22/2016 to change the date range to a calendar year.

Start: 1/1/2019**End:** 12/31/2019**Qty:** 4 Actions**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Activity:** CVA Pumpout Grant/Contract Funding

Description: Old name: Coastal CVA. Combined with Inland CVA. This is all grants and contract payments for stationary and mobile pumpout facilities inland and coastal.

Start: 10/1/2006**End:****Lead Person:** COFRIN, MELANIE**Deliverable:** 31794 - Coastal pumpout boat operation (COFRIN, MELANIE)

Description: Reimburse contractor for staff and other expenses; cover costs for seasonal operation and maintenance needs of vessel

Start: 1/1/2020	End: 12/31/2020	Qty: 15 Invoices	Auto Calc: X	Completed:	% Complete: 0.00
Deliverable: 29875 - Coastal pumpout boat operation (COFRIN, MELANIE)					
Description: Reimburse contractor for staff and other expenses; cover costs for seasonal operation and maintenance needs of vessel					
Start: 1/1/2019	End: 12/31/2019	Qty: 15 Invoices	Auto Calc: X	Completed:	% Complete: 93.33
Deliverable: 31483 - Grant funding to install new, replace, or repair stationary pumpout facility (COFRIN, MELANIE)					
Description: Provide grant funding to a marina or other business that wants to install a new stationary pumpout facility or replace/repair an existing facility.					
Start: 1/1/2020	End: 12/31/2020	Qty: 1 Applicants Funded	Auto Calc: X	Completed:	% Complete: 0.00
Deliverable: 29876 - Operation and Maintenance Funding (COFRIN, MELANIE)					
Description: 2019 - Reimburse qualifying/participating coastal and inland marinas for annual operation and maintenance costs up to set grant amount. End date extended from 12/31/2019 to 12/31/2020 on 7/26/2019.					
Start: 1/1/2019	End: 12/31/2020	Qty: 2 Marinas	Auto Calc: X	Completed:	% Complete: 0.00
Activity: Inland CVA - old activity, no new deliverables, combined with Coastal CVA					
Description: As stated in grant proposals. Ended 12/31/19 as deliverables are being reported under other activities.					
Start: 10/1/2006	End: 12/31/2019	Lead Person: COFRIN, MELANIE			
Deliverable: 28624 - Replace/Install an inland pumpout facility (COFRIN, MELANIE)					
Description: New deliverable as of 1/1/2017, previous ended prior to end date. Extended end date from 12/31/2018 to 12/31/2019 on 2/4/2019.					
Start: 1/1/2017	End: 12/31/2019	Qty: 1 Stations	Auto Calc: X	Completed:	% Complete: 20.00
Activity: Program Administration					
Description: 2018/2019 P & C #74					
Start: 10/1/2005	End:	Lead Person: COFRIN, MELANIE			
Deliverable: 29882 - Attend workshops, conferences, and classes (COFRIN, MELANIE)					
Description: To keep up on current CVA related information and further education about new ideas, implementation of CVA regulations, etc. Extended end date from 12/31/2019 to 12/31/2020 on 7/26/2019.					
Start: 1/1/2019	End: 12/31/2020	Qty: 1 Events	Auto Calc: X	Completed:	% Complete: 0.00
Deliverable: 31801 - Monitor, prepare and/or revise legislation as it relates to vessel sewage discharge (COFRIN, MELANIE)					
Description: To keep aware and engaged with current legislation related to vessel sewage discharge.					
Start: 1/1/2020	End: 12/31/2020	Qty: 1 Legislation	Auto Calc: X	Completed:	% Complete: 0.00
Deliverable: 29883 - Monitor, prepare and/or revise legislation as it relates to vessel sewage discharge (COFRIN, MELANIE)					
Description: To keep aware and engaged with current legislation related to vessel sewage discharge.					
Start: 1/1/2019	End: 12/31/2019	Qty: 1 Legislation	Auto Calc: X	Completed:	% Complete: 0.00

Deliverable: 31802 - Prepare federal grant application and reports (COFRIN, MELANIE)						
Description: Deliverable includes interim and final federal grant reports as well as initial application for grant.						
Start: 1/1/2020	End: 12/31/2020	Qty: 2 Reports, Final	Auto Calc:	<input checked="" type="checkbox"/>	Completed:	<input type="checkbox"/> % Complete: 0.00
Deliverable: 29885 - Prepare federal grant application and reports (COFRIN, MELANIE)						
Description: Deliverable includes interim and final federal grant reports as well as initial application for grant.						
Start: 1/1/2019	End: 12/31/2019	Qty: 2 Reports, Final	Auto Calc:	<input checked="" type="checkbox"/>	Completed:	<input checked="" type="checkbox"/> % Complete: 200.00
Deliverable: 31803 - Provide Educational and Technical Outreach to Marinas and Boat Owners (COFRIN, MELANIE)						
Description: Includes education on CVA regulations, best practices, and what the CVA program can offer to assist marinas and other boating organizations as well as NDA regulations. Combined with 2018/2019 P & C #74; 2016/17 P&C #71, 2012 EPAPPA # 118; 2011 EPAPPA #118; 2009 EPAPPA #111; 2008 P & C #109; 2007 EPAPPA #93 outreach to discuss No Discharge Areas including brochures, websites, signs and posters, etc. Collaborate with non-profit groups and other intested parties as available. Combined with 2016/17 P&C #71, Fy14 P&C #110, 2012 EPAPPA #118; 2011 EPAPPA #118; 2009 EPAPPA #111; 2008 P & C #109; 2007 EPAPPA #93 (interested parties collaboration).						
Start: 1/1/2020	End: 12/31/2020	Qty: 10 Activities	Auto Calc:	<input checked="" type="checkbox"/>	Completed:	<input type="checkbox"/> % Complete: 0.00
Deliverable: 29886 - Provide Educational and Technical Outreach to Marinas and Boat Owners (COFRIN, MELANIE)						
Description: Includes education on CVA regulations, best practices, and what the CVA program can offer to assist marinas and other boating organizations as well as NDA regulations. Combined with 2018/2019 P & C #74; 2016/17 P&C #71, 2012 EPAPPA # 118; 2011 EPAPPA #118; 2009 EPAPPA #111; 2008 P & C #109; 2007 EPAPPA #93 outreach to discuss No Discharge Areas including brochures, websites, signs and posters, etc. Collaborate with non-profit groups and other intested parties as available. Combined with 2016/17 P&C #71, Fy14 P&C #110, 2012 EPAPPA #118; 2011 EPAPPA #118; 2009 EPAPPA #111; 2008 P & C #109; 2007 EPAPPA #93 (interested parties collaboration).						
Start: 1/1/2019	End: 12/31/2019	Qty: 10 Activities	Auto Calc:	<input checked="" type="checkbox"/>	Completed:	<input type="checkbox"/> % Complete: 30.00
Deliverable: 31806 - Visit Pumpout/Dump Stations (COFRIN, MELANIE)						
Description: Site visit to all publicly available pumpout/dump stations in NH (coastal and inland.) Provide educational information, remind the facility about grant funding that is available, and ask if they have any questions.						
Start: 1/1/2020	End: 12/31/2020	Qty: 15 Site Visits	Auto Calc:	<input checked="" type="checkbox"/>	Completed:	<input type="checkbox"/> % Complete: 0.00
Deliverable: 31490 - Visit Pumpout/Dump Stations (COFRIN, MELANIE)						
Description: Site visit to all publicly available pumpout/dump stations in NH (coastal and inland.) Provide educational information, remind the facility about grant funding that is available, and ask if they have any questions.						
Start: 1/1/2019	End: 12/31/2019	Qty: 15 Site Visits	Auto Calc:	<input checked="" type="checkbox"/>	Completed:	<input type="checkbox"/> % Complete: 46.67

Program: COASTAL PROGRAM

Description: NHCP gained federal approval in 1982 under the provisions of the Coastal Zone Management Act. In January 2004, the official coastal zone boundary was expanded from a narrow band along the coast and Great Bay to now incorporate all 17 coastal communities in their entirety. NHCP provides technical assistance and grants to the seventeen coastal communities, non-profit organizations, state agencies, public school districts, and research institutions. Major programs include habitat restoration, competitive grants, coastal non-point pollution control program, federal consistency review, technical assistance and outreach/education. NHCP is networked with other state agencies which help enforce the program's 16 coastal policies and conduct reviews of projects in the NH coastal zone -- several enforcement positions are funded within other bureaus within DES.

Start: 7/1/2004**End:****Activity:** Coastal Habitat Program**Description:** The purpose of the habitat program is to restore and protect coastal watershed habitats.**Start:** 10/1/2004**End:****Lead Person:** LUCEY, KEVIN**Deliverable:** 32342 - Coastal Habitat Program (LUCEY, KEVIN)

Description: Salt Marsh and River Restoration Project Planning and Implementation. The staff will work with communities to implement restoration projects. Also, administer various NOAA and other Federal grants for restoration projects. A report will be presented which outlines the progress on the various restoration projects underway.

Start: 10/1/2019**End:** 9/30/2021**Qty:** 4 Projects**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Activity:** Communications

Description: NHCP's marketing and communications strategy will introduce and reiterate NHCP's mission. The message will focus on NHCP as a regional coordinator, project catalyst, and information resource.

Start: 10/1/2005**End:****Lead Person:** COLETTI, CATHERINE**Deliverable:** 32344 - Maintain coastal program website. (COLETTI, CATHERINE)

Description: Post new content. Develop content and ensure grammatical accuracy, clarity, completeness and editorial conformity to established DES guidelines for new webpages. Utilize the website as a marketing tool by making frequent updates, including posting new events, RFPs, and other announcements under the "Hot Topics" listing on the homepage.

Start: 10/1/2019**End:** 9/30/2021**Qty:** 40 Web Site Postings**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Deliverable:** 32343 - Manage the Coastal Programs internal and external media relations efforts. (COLETTI, CATHERINE)

Description: Seek to place stories on the Coastal Programs activities and coastal watershed environmental issues in media outlets. Seek out collaboration with our partners to announce newsworthy topics. Research and write content for media materials.

Start: 10/1/2019**End:** 9/30/2021**Qty:** 8 Press releases**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Activity:** Coordination Activities

Description: The New Hampshire Coastal program is involved in many national and regional projects and organizations that are attempting to improve coastal zone management. New Hampshire's participation in these efforts is important to the long-term improvement of our coasts.

Start: 10/1/2010**End:****Lead Person:** COUTURE, STEVEN**Deliverable:** 32345 - Coastal States Organization (COUTURE, STEVEN)

Description: NHCP participates in CSO which serves as a liason with NOAA, other federal agencies and congress on behalf of state CZM programs.

Start: 10/1/2019	End: 9/30/2021	Qty: 8 Meetings	Auto Calc:	<input checked="" type="checkbox"/>	Completed:	<input type="checkbox"/>	% Complete: 0.00
Deliverable: 32346 - Gulf of Maine Council (COUTURE, STEVEN)							
Description: NHCP staff participate in the GOMC.							
Start: 10/1/2019	End: 9/30/2021	Qty: 8 Meetings	Auto Calc:	<input checked="" type="checkbox"/>	Completed:	<input type="checkbox"/>	% Complete: 0.00
Deliverable: 32583 - NERACOOS board meetings (COUTURE, STEVEN)							
Description: Attend Board meetings							
Start: 10/1/2019	End: 9/30/2021	Qty: 8 Meetings	Auto Calc:	<input checked="" type="checkbox"/>	Completed:	<input type="checkbox"/>	% Complete: 0.00
Deliverable: 32348 - Northeast Regional Ocean Council (WILLIAMS, CHRISTIAN)							
Description: Staff will participate in NROC committee and full NROC meetings.							
Start: 10/1/2019	End: 9/30/2021	Qty: 12 Meetings	Auto Calc:	<input checked="" type="checkbox"/>	Completed:	<input type="checkbox"/>	% Complete: 16.67
Deliverable: 32349 - Piscataquog Regional Estuaries Partnership (COUTURE, STEVEN)							
Description: Participate on Piscataqua Region Estuaries Partnership Management Committee and coordinate with UNH to support implementation of Piscataqua Region Estuaries CCMP							
Start: 10/1/2019	End: 9/30/2021	Qty: 12 Meetings	Auto Calc:	<input checked="" type="checkbox"/>	Completed:	<input type="checkbox"/>	% Complete: 0.00
Activity: Enhancement Grants Program							
Description: Section 309 of the Coastal Zone Management Act (CZMA), establishes a voluntary coastal zone enhancement grants program to encourage State Coastal Management Programs (CMPs) to develop program changes in one or more of nine enhancement areas.							
Start: 10/1/2010	End:	Lead Person: COUTURE, STEVEN					
Deliverable: 32351 - NH Coastal Adaptation Workgroup (HOWARD, KIRSTEN)							
Description: Participate in planning and facilitation of the NH Coastal Adaptation Workgroup efforts.							
Start: 10/1/2019	End: 9/30/2021	Qty: 20 Meetings	Auto Calc:	<input checked="" type="checkbox"/>	Completed:	<input type="checkbox"/>	% Complete: 0.00
Deliverable: 32353 - Section 309 program administration and implementation (COUTURE, STEVEN)							
Description: Staff will administer and implement the 309 Assessment and Strategy and report on any problems or new issues with regards to 309 tasks in the priority enhancement areas.							
Start: 10/1/2019	End: 9/30/2021	Qty: 2 Reporting Cycles	Auto Calc:	<input checked="" type="checkbox"/>	Completed:	<input type="checkbox"/>	% Complete: 0.00
Activity: Federal Consistency and Policy							
Description: Staff will conduct reviews of and coordinate appropriate oversight by other state agencies for: direct federal agency activities, federal licenses and permits, and federal financial assistance/intergovernmental review affecting NH coastal resources. Staff will input program amendments and routine program changes to reflect new/amended legislation and regulations and ensure that NHCP policies are appropriate.							
Start: 10/1/2004	End:	Lead Person: WILLIAMS, CHRISTIAN					
Deliverable: 32354 - Dredge Management Task Force (WILLIAMS, CHRISTIAN)							
Description: Participate on State Dredging Team to coordinate with NH Fish and Game, Pease Development Authority-Division of Ports and Harbors and other relevant state and federal agencies that regulate dredging and dredged material management in New Hampshire coastal waters. (CO-6)							
Start: 10/1/2019	End: 9/30/2021	Qty: 6 Meetings	Auto Calc:	<input checked="" type="checkbox"/>	Completed:	<input type="checkbox"/>	% Complete: 33.33

Deliverable: 32359 - Federal Consistency Decisions (WILLIAMS, CHRISTIAN)**Description:** Staff will conduct reviews of and coordinate appropriate oversight by other state agencies for: direct federal agency activities, federal licenses and permits, and federal financial assistance/intergovernmental review affecting NH coastal resources.**Start:** 10/1/2019 **End:** 9/30/2021 **Qty:** 40 Decisions **Auto Calc:** ☒ **Completed:** ☐ **% Complete:** 7.50**Deliverable:** 32360 - New England Regional Dredge Team (WILLIAMS, CHRISTIAN)**Description:** Participate on New England Regional Dredging Team Technical Workgroup (aka Sudbury Group) to coordinate with other federal and state agencies on planning and regulatory activities associated with dredging and dredged material management in New England.**Start:** 10/1/2019 **End:** 9/30/2021 **Qty:** 4 Meetings **Auto Calc:** ☒ **Completed:** ☐ **% Complete:** 0.00**Deliverable:** 32361 - Potential Dredged Material Disposal Site (WILLIAMS, CHRISTIAN)**Description:** Work with EPA and Corps to conduct environmental studies in support of a potential dredged material disposal site to serve the Hampshire and southern Maine region.**Start:** 10/1/2019 **End:** 9/30/2021 **Qty:** 2 Meetings **Auto Calc:** ☒ **Completed:** ☒ **% Complete:** 100.00**Activity:** Grants Management**Description:** Develop and manage projects funded under the competitive and technical assistance grants**Start:** 10/1/2006 **End:** **Lead Person:** COLETTI, CATHERINE**Deliverable:** 32362 - Evaluate Proposals for Funding (COLETTI, CATHERINE)**Description:** As appropriate, use state administrative rules to guide scoring of grants. Communicate with grantees. Write and administer grants awarded in this cycle and open grants from previous cycles.**Start:** 10/1/2019 **End:** 9/30/2021 **Qty:** 20 Applications, Grants **Auto Calc:** ☒ **Completed:** ☐ **% Complete:** 0.00**Activity:** Permitting and Enforcement**Description:** Staff will track permitting and enforcement activities by wetlands bureau inspectors and report to NOAA every six months the number of permits issued, enforcement activities conducted and inspections performed by the four inspectors**Start:** 10/1/2010 **End:** **Lead Person:** COLETTI, CATHERINE**Deliverable:** 32363 - Semi-annual Reports to NOAA on permitting and enforcement activities (COLETTI, CATHERINE)**Description:** Over the two year reporting period, four semi-annual reports will be submitted to NOAA, each listing the number of inspections performed, permits issued and enforcement actions taken by the four wetlands inspectors in the coastal watershed during the preceding six-months**Start:** 10/1/2019 **End:** 9/30/2021 **Qty:** 4 Reporting Cycles **Auto Calc:** ☒ **Completed:** ☐ **% Complete:** 0.00**Activity:** Program Administration**Description:** Overall management and administration of the NOAA grant to the NHCP. Includes management of office operations; staffing management; MOA's; assessing other programs and funds to implement the NHCP; and 312 program reviews.**Start:** 10/1/2004 **End:** **Lead Person:** COUTURE, STEVEN**Deliverable:** 32366 - CSO-OCRM Performance Measures Report (COLETTI, CATHERINE)**Description:** Develop annual CSO-OCRM Performance Measures Report.**Start:** 10/1/2019 **End:** 9/30/2021 **Qty:** 2 Reports, Final **Auto Calc:** ☒ **Completed:** ☐ **% Complete:** 0.00

Deliverable: 32365 - Annual application for funding to NOAA (COUTURE, STEVEN)					
Description: Prepare and submit unified 306/309/310 funding application to NOAA. Includes state budgets, tracking funds, and other financial issues.					
Start: 10/1/2019	End: 9/30/2021	Qty: 2 Applications, Grants	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/>	% Complete: 0.00
Deliverable: 32364 - Semi-annual reports to NOAA (COLETTI, CATHERINE)					
Description: Complete semi-annual reports to NOAA					
Start: 10/1/2019	End: 9/30/2021	Qty: 4 Reporting Cycles	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/>	% Complete: 0.00

Program: EXOTIC AQUATIC PLANT CONTROL RSA 487:16-29

Description: Control existing exotic aquatic plant infestations (primarily milfoil) and prevent new infestations through education, monitoring, research, and treatment. For example, the program trains volunteer "weed watchers" and provides grants for controls such as herbicide application, for "lake hosts" to inspect boats and educate the public at public boat access sites, and grants for exotics control research.

Start: 10/1/1999**End:****Activity:** Milfoil Genetics Research

Description: Collect plant samples in the field, process them in the Limnology Center, and work with identified milfoil genetecits to perform DNA analyses on unidentifiable milfoil specimens as needed.

Start: 9/30/2001**End:****Lead Person:** SMAGULA, AMY**Deliverable:** 32819 - DNA Analysis (SMAGULA, AMY)**Description:** Send samples for DNA analysis as warranted.**Start:** 10/1/2019**End:** 9/30/2020**Qty:** 5 Samples**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Activity:** Administer Milfoil Grants Program

Description: Solicit Grants/Proposals and award grants based on objective review process as funds allow

Start: 9/1/2004**End:****Lead Person:** SMAGULA, AMY**Deliverable:** 32820 - Solicit requests and proposals for funding and evaluate projects and award grants (SMAGULA, AMY)

Description: Send out notification of available grant funds, solicit proposals/projects, review applications/proposals, award grants, and establish contracts/agreements for granting of funds.

Start: 9/1/2019**End:** 5/29/2020**Qty:** 20 Grants**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Activity:** Aquatic Nuisance Species Management Plan

Description: Coordinate activities associated with drafting and finalizing a statewide Aquatic Nuisance Species Management Plan following guidelines established through the US Fish and Wildlife Services.

Start: 1/1/2005**End:****Lead Person:** SMAGULA, AMY**Deliverable:** 32821 - Edit Draft Plan (SMAGULA, AMY)**Description:** Work on updates to LTMP based on USFWS input/edits**Start:** 10/1/2019**End:** 9/30/2020**Qty:** 1 Revisions**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Activity:** Conduct field sampling and monitoring activities for exotics on surface waters of New Hampshire

Description: Conduct field visits and site inspections to determine the presence/absence of exotic aquatic organisms (primarily plants), perform mapping activities, water sampling activities as needed, as perform a site assessment for tracking and remediation purposes.

Start: 7/1/2001**End:****Lead Person:** SMAGULA, AMY**Deliverable:** 32822 - Conduct regular inspections of aquarium and outdoor garden centers that sell live aquatic plants (SMAGULA, AMY)

Description: Using a summer intern, conduct a round of inspections to determine if pet stores or aquarium dealers are selling prohibited exotic plants. Work with Department of Ag to keep track of nurseries with aquatic plants. Issue fines as appropriate.

Start: 10/1/2019**End:** 9/30/2020**Qty:** 75 Inspections**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00

Deliverable: 32837 - Perform field investigations of exotic aquatic plant complaints (SMAGULA, AMY)

Description: Respond to exotic aquatic plant complaints by obtaining voucher specimens and/or conducting site inspections to determine the presence/absence and/or extent of aquatic plant infestations.

Start: 10/1/2019 **End:** 9/30/2020 **Qty:** 15 Inspections **Auto Calc:** ☒ **Completed:** ☐ **% Complete:** 0.00

Deliverable: 32838 - Perform regular sampling and monitoring activities on infested waterbodies (SMAGULA, AMY)

Description: During the growing season, perform regular field sampling and monitoring activities to document the presence/absence and/or extent of exotic aquatic plant infestations.

Start: 10/1/2019 **End:** 9/30/2020 **Qty:** 75 Inspections **Auto Calc:** ☒ **Completed:** ☐ **% Complete:** 0.00

Activity: Develop GIS maps of exotic plants infestations using GPS units

Description: Collect field data, download data, and prepare GIS maps of exotic species information.

Start: 6/1/2001 **End:** **Lead Person:** SMAGULA, AMY

Deliverable: 32823 - Develop ArcView maps of statewide milfoil and other exotic plant infestations (SMAGULA, AMY)

Description: Develop and Update as Necessary

Start: 10/1/2019 **End:** 9/30/2020 **Qty:** 3 Maps **Auto Calc:** ☒ **Completed:** ☐ **% Complete:** 0.00

Activity: Education and Outreach

Description: Perform exotic species education and outreach activities, includes regular reporting.

Start: 10/1/2001 **End:** **Lead Person:** SMAGULA, AMY

Deliverable: 32824 - Conduct Weedwatcher Training Sessions (SMAGULA, AMY)

Description:

Start: 10/1/2019 **End:** 9/30/2020 **Qty:** 20 Training Sessions **Auto Calc:** ☒ **Completed:** ☐ **% Complete:** 0.00

Deliverable: 32839 - Prepare annual Grant Fund Report (SMAGULA, AMY)

Description: Submit an annual report, beginning January 1, 2004, to the speaker of the house, president of the senate, and the governor and council which shall include, but not be limited to, a description of prevention and research projects funded by the milfoil and other exotic aquatic plants prevention program and the extent of aid to municipalities or subdivisions of the state, non-profit corporations, and research institutions.

Start: 10/1/2019 **End:** 9/30/2020 **Qty:** 1 Reports, Final **Auto Calc:** ☒ **Completed:** ☐ **% Complete:** 0.00

Activity: Exotic Species Site Identification and Tracking

Description: Track and monitor existing exotic species infestations.

Start: 9/30/1999 **End:** **Lead Person:** SMAGULA, AMY

Deliverable: 32825 - Track and Monitor infestations (SMAGULA, AMY)

Description: Update map as needed

Start: 10/1/2019 **End:** 9/30/2020 **Qty:** 1 Maps **Auto Calc:** ☒ **Completed:** ☐ **% Complete:** 0.00

Activity: Lake-Specific Long Term Exotic Plant Management Plans

Description: Develop a Long-Term Management Plan for each waterbody with exotic aquatic plant growth by collecting and processing field data on the subject waterbody, evaluating control options, and tailoring a plan to suit the specific and individual needs of each waterbody.				
Start: 7/1/2006	End:	Lead Person: SMAGULA, AMY		
Deliverable: 32826 - Draft or Amend Management Plans (SMAGULA, AMY)				
Description: Work with lake association residents, state agencies, and aquatic plant managers to gather data to prepare a management plan for each waterbody with exotic aquatic plants. Upon completions of draft Each plan is routed to Fish and Game for review.				
Start: 10/1/2019	End: 9/30/2020	Qty: 70 Plans, Management	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/> % Complete: 0.00
Activity: Legislation and Rulemaking				
Description: Review exotic species legislation and regulations and amend as needed.				
Start: 10/1/2002	End:	Lead Person: SMAGULA, AMY		
Deliverable: 32827 - Work on law/rule amendments as need arises (SMAGULA, AMY)				
Description:				
Start: 10/1/2019	End: 9/30/2020	Qty: 1 Rules	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/> % Complete: 0.00
Activity: Perform Exotic Plant Control Activities				
Description: Perform SCUBA diving for hand-pulling activities or diver-assisted suction harvesting activities, installation of benthic barriers, large scale harvesting, and herbicide applications to manage existing infestations of exotic aquatic plants.				
Start: 6/1/2001	End:	Lead Person: SMAGULA, AMY		
Deliverable: 32828 - Control milfoil growths by hand pulling or bottom barriers (SMAGULA, AMY)				
Description: small growths of milfoil are best controlled by hand pulling, using SCUBA if necessary, or by laying down a bottom barrier.				
Start: 10/1/2019	End: 9/30/2020	Qty: 5 Sites	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/> % Complete: 0.00
Deliverable: 32840 - Process matching grant requests and contracts (SMAGULA, AMY)				
Description: Process matching grant requests and 100% contracts for exotic plant control, including G&C and Commissioner approval requests				
Start: 10/1/2019	End: 9/30/2020	Qty: 30 Grants	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/> % Complete: 0.00
Activity: Program administration/budgets				
Description: administrative & budget work associated with the exotics program				
Start: 10/1/2006	End:	Lead Person: SMAGULA, AMY		
Deliverable: 32829 - administration/budgets (SMAGULA, AMY)				
Description: letter code monthly budget printouts & associated work including planning & administration				
Start: 10/1/2019	End: 9/30/2020	Qty: 1 Accounts	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/> % Complete: 0.00
Activity: Review Pesticide Permits				
Description: Review pesticide permit applications for aquatics, watershed setback and mosquito/blackfly control projects.				
Start: 10/1/2012	End:	Lead Person: SMAGULA, AMY		

Deliverable: 32830 - Review pesticide permit applications (SMAGULA, AMY)**Description:****Start:** 10/1/2019**End:** 9/30/2020**Qty:** 175 Permits Reviewed**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Activity:** State and regional invasives species groups**Description:** Participate in meetings and activities related to promoting awareness, research, and management of exotic aquatic plants in the northeast region and in New Hampshire.**Start:** 7/1/2001**End:****Lead Person:** SMAGULA, AMY**Deliverable:** 32831 - Work on programs, give presentations, assist with conference planning, formulate exotic species list (SMAGULA, AMY)**Description:** Work on whatever activities arise that various groups need assistance with, that DES participates in through the Exotic species program.**Start:** 10/1/2019**End:** 9/30/2020**Qty:** 1 Activities**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00

Program: INSTREAM FLOW PROTECTION RSA 483:9-C**Description:** Implement the instream flow protection provisions of RSA 483, including adoption and implementation of administrative rules**Start:** 10/1/1999 **End:****Activity:** Lamprey River Instream Flow Pilot**Description:** FY08 EPA P&C # 79 P&C #66 Protected Instream Flow Study and Water Management Plan for the Lamprey River

Old

EPA P&C 66 Develop Water Management Plans for each Designated Reach based on results of the Protected Instream Flow Studies and negotiations with AWUs and ADOs with advice and input from each river's Technical and Advisory Committees and from public hearings. Anticipates funding from state legislature after July 1 2003.

Start: 7/1/2003 **End:** **Lead Person:** IVES, C. WAYNE**Deliverable:** 32852 - Coordinate annually with affected parties (IVES, C. WAYNE)**Description:** Annually contact each affected party to ensure knowledge of the existence of a plan, continuity of contact person, compliance with management actions during the previous year, and receive reactions to plan operations. Active dam management and all water user contacts.**Start:** 10/1/2019 **End:** 9/30/2020 **Qty:** 7 Inspections **Auto Calc:** ☒ **Completed:** ☐ **% Complete:** 28.57**Deliverable:** 31699 - Implement Lamprey Water Management Plan (IVES, C. WAYNE)**Description:** Coordinate with dam owners and water users to conduct water management actions both as a routine coordination and for plan-required specific management events.**Start:** 4/1/2019 **End:** 12/31/2019 **Qty:** 1 Actions **Auto Calc:** ☒ **Completed:** ☒ **% Complete:** 133.30**Deliverable:** 30954 - Mendums LLI (IVES, C. WAYNE)**Description:** Support development and review process for Mendums Lake Level Investigation by Dam Bureau to result in the least amount of fall drawdown. Extended from 3/19 to 9/20.**Start:** 6/1/2018 **End:** 9/30/2020 **Qty:** 1 Decisions **Auto Calc:** ☒ **Completed:** ☐ **% Complete:** 59.00**Deliverable:** 31373 - Pawtuckaway touch base with PLIA (IVES, C. WAYNE)**Description:** Check in with PLIA wrt ice in spring and drawdown in the fall.**Start:** 1/1/2019 **End:** 12/31/2019 **Qty:** 2 Contacts **Auto Calc:** ☒ **Completed:** ☒ **% Complete:** 200.00**Activity:** 401 Water Quality Reviews for quantity issues**Description:** Provide technical reviews for flow quantity issues under CWA Section 401 Water Quality Certification process**Start:** 9/1/2008 **End:** **Lead Person:** IVES, C. WAYNE**Deliverable:** 32853 - 401 Water Quality Certification Reviews (IVES, C. WAYNE)**Description:** Assist WQC reviews with flow-related assessments**Start:** 10/1/2019 **End:** 9/30/2020 **Qty:** 4 Reviews **Auto Calc:** ☒ **Completed:** ☐ **% Complete:** 0.00**Activity:** B1 Implement and administer Instream Flow Rules and legislation**Description:** Once rules are adopted, implement and administer the rules

Start: 7/1/2001	End:	Lead Person: IVES, C. WAYNE			
Deliverable: 22019 - Develop a plan for monitoring the effects of the applied Water Management Plans (DES Goals: 2.2) (IVES, C. WAYNE)					
Description: Identify assessment measures and define assessment methods for measuring changes in the protected entity communities resulting from the application of management for maintaining protected flows. Generate a report describing the key indicators and methods of assessment for evaluating whether we are successfully meeting instream flow program goals and for identifying negative impacts. Extended from 6/30/12 to 6/30/13; to 6/13/14; to 3/31/15; to 3/31/16; to 12/31/18; to 12/31/19; Extended to 12/31/2020;					
Start: 10/1/2011	End: 12/31/2020	Qty: 1 Reports, Final	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/>	% Complete: 44.00
Deliverable: 30948 - Conduct a PISF study for Cold Designated River (IVES, C. WAYNE)					
Description: Contract with a consultant to conduct a PISF study following the processes described in the pilot program resulting in a report describing the PISF criteria suitable for a public hearing in preparation for establishment by NHDES commissioner.					
Start: 1/1/2019	End: 12/31/2020	Qty: 1 Reports, Final	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/>	% Complete: 5.00
Deliverable: 31698 - Conduct a PISF study for Warner Designated River (IVES, C. WAYNE)					
Description: Contract with a consultant to conduct a PISF study following the processes described in the pilot program resulting in a report describing the PISF criteria suitable for a public hearing in preparation for establishment by NHDES commissioner.					
Start: 1/1/2020	End: 3/31/2021	Qty: 1 Reports, Final	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/>	% Complete: 0.00
Deliverable: 30957 - Develop stations for LT Monitoring on possible priority river TFC segments (IVES, C. WAYNE)					
Description: Identify stations where electrofishing has been done in the past for each TFC-segment of Designated Rivers. WQ and water parameters would be measured at these locations and fish collections (baseline and after implementing WMPs) would be collected to assess the PISF/WMPs over time. Extended from 6/30/2019 to 6/30/2020.					
Start: 3/31/2018	End: 6/30/2020	Qty: 20 Stations	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/>	% Complete: 85.00
Deliverable: 3676 - Flow Management Policy for State-owned Dams (IVES, C. WAYNE)					
Description: End date extended from 12/31/18 - Coordinate with other Agencies with ownership or operational interest in dam management to define policy that will include instream flow maintenance as one of the considerations for impoundment management. END DATE EXTENDED FROM 09/30/02 . End date extended from 12/31/08. from 6/30/11 to 6/30/13. Extended to 2014 - CWI 20130925. Extended to 20150930. Extended to 20170630. Extended to 20181231.					
Start: 10/1/2001	End: 12/31/2019	Qty: 1 Policies	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/>	% Complete: 40.00
Deliverable: 31379 - Generate complete 30 year daily flow record files (IVES, C. WAYNE)					
Description: Use QPPQ - 2018 to conduct stream flow record extensions, record fills or record creation to develop a 30-year daily stream flow record at locations suitable for inputs to a flow-habitat model for determining protected instream flows.					
Start: 10/1/2018	End: 9/30/2020	Qty: 3 Files	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/>	% Complete: 66.67
Deliverable: 29764 - Identify locations for permanent gages (IVES, C. WAYNE)					
Description: Identify highest priority locations for additional stream gages to support management under the Instream Flow Program. Use list of locations to support a Capital Budget Request. Extended to 20190930. Extended to 20200630.					
Start: 10/1/2017	End: 6/30/2020	Qty: 8 Locations	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/>	% Complete: 76.25
Deliverable: 30569 - Install a staff gage at an ungage DR location to test USGS method (IVES, C. WAYNE)					
Description: Test USGS calculation method of defining daily mean stream flow using a calculation of flow from a nearby gage. Install the gage, develop a rating curve, compare modeled to measured flows using a logger.					
Start: 4/1/2018	End: 9/30/2020	Qty: 1 Tests	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/>	% Complete: 6.00

Deliverable: 31703 - Instream Flow outreach presentations (IVES, C. WAYNE)

Description: Prepare and present information to support the development and implementation of Instream Flow concepts.

Start: 7/1/2019 **End:** 6/30/2020 **Qty:** 6 Presentations **Auto Calc:** ☒ **Completed:** ☐ **% Complete:** 16.67

Deliverable: 29765 - Recommend a Capital Budget Request for stream gaging (IVES, C. WAYNE)

Description: Provide documentation supporting a request for construction of stream gages to support the Instream Flow Program on other Designated Rivers. Extended from 3/31/18 to 6/30/19. Extended to 12/31/19

Start: 10/1/2017 **End:** 12/31/2019 **Qty:** 1 Requests **Auto Calc:** ☒ **Completed:** ☐ **% Complete:** 4.00

Deliverable: 30568 - Test method for using staff gages to replace full record USGS gages (IVES, C. WAYNE)

Description: Contract with USGS to test whether an adequate equation can define flows at an ungaged location by using data from a nearby gage. Extended from 3/31/19 to 6/30/20.

Start: 4/1/2018 **End:** 6/30/2020 **Qty:** 6 Tests **Auto Calc:** ☒ **Completed:** ☐ **% Complete:** 85.00

Activity: Cold River Instream Flow Protection

Description: Conduct a protected instream flow study and develop and implement a Water Management Plan

Start: 1/1/2019 **End:** **Lead Person:** IVES, C. WAYNE

Deliverable: 31633 - C2 Conduct a Cold River ISF study (IVES, C. WAYNE)

Description: Conduct Cold River ISF study and develop a Proposed ISF Report

Start: 4/1/2019 **End:** 3/31/2021 **Qty:** 1 Studies **Auto Calc:** ☒ **Completed:** ☐ **% Complete:** 3.00

Deliverable: 31670 - C5 Cold Water Management Plan draft (IVES, C. WAYNE)

Description: Develop Water Conservation, Water Use and Dam Management sub-plans and compile as a draft Water Management Plan

Start: 6/30/2020 **End:** 12/31/2020 **Qty:** 1 Reports, Drafts **Auto Calc:** ☒ **Completed:** ☐ **% Complete:** 0.00

Activity: Develop new ISF rules that apply to all Designated Rivers

Description: Write new rules, based on changes to the enabling legislation and changes being made in 2016 (2017?), that apply to all of the DRs of the state and incorporate the lessons learned during the ISF Pilot Program. (Extended from 3/31/17 to 12/31/17) (Extended from 12/31/17 to 12/31/18.) Extended from 12/31/18 to 12/31/19.

Start: 1/1/2016 **End:** **Lead Person:** IVES, C. WAYNE

Activity: Souhegan River Instream Flow Pilot

Description: FY08 EPA P&C # 79 P&C #66 Protected Instream Flow Study and Water Management Plan for the Souhegan River

Old

EPA P&C 66 Develop Water Management Plans for each Designated Reach based on results of the Protected Instream Flow Studies and negotiations with AWUs and ADOs with advice and input from each river's Technical and Advisory Committees and from public hearings. Anticipates funding from state legislature after July 1 2003.

Start: 7/1/2003 **End:** **Lead Person:** IVES, C. WAYNE

Deliverable: 24931 - Approve Dam Management Plans with Affected Dam Owners and interested parties (IVES, C. WAYNE)						
Description: Develop schedule and operations plan and get acceptance of plans from interested parties and from Dam Owners. Extended to 9/30/18, Extended to 9/30/16. Extended to 9/30/14. Extended to 9/30/18. Extended to 12/31/19. Extended to 12/31/20.						
Start: 9/1/2013	End: 12/31/2020	Qty: 4 Approvals	Auto Calc:	<input checked="" type="checkbox"/>	Completed:	<input type="checkbox"/> % Complete: 22.50
Deliverable: 24930 - Approve Water Use Plans with Affected Water Users (IVES, C. WAYNE)						
Description: Describe plans and get acceptance for completion and completion date. Extended to 12/31/16. Extended to 12/31/14. Extended to 12/31/17. Extended to 12/31/18. Extended to 12/31/19.						
Start: 9/1/2013	End: 12/31/2019	Qty: 17 Approvals	Auto Calc:	<input checked="" type="checkbox"/>	Completed:	<input type="checkbox"/> % Complete: 37.47
Deliverable: 32976 - Coordinate annually with affected parties (IVES, C. WAYNE)						
Description: Annually contact each affected party to ensure knowledge of the existence of a plan, continuity of contact person, compliance with management actions during the previous year, and receive reactions to plan operations. Active dam management and all water user contacts.						
Start: 10/1/2019	End: 9/30/2020	Qty: 20 Inspections	Auto Calc:	<input checked="" type="checkbox"/>	Completed:	<input type="checkbox"/> % Complete: 0.00
Deliverable: 25179 - Develop a relief pulse release notification plan (IVES, C. WAYNE)						
Description: Develop a plan to notify interested parties of an impending release under the Instream Flow Program. Extended to 12/31/16. Extended to 12/31/14. Extended to 3/31/18 (no funding until 6/2017.) Extended to 12/31/19. Extended to 12/31/20.						
Start: 10/1/2013	End: 12/31/2020	Qty: 1 Plans	Auto Calc:	<input checked="" type="checkbox"/>	Completed:	<input type="checkbox"/> % Complete: 0.00
Deliverable: 31700 - Implement Souhegan Water Management Plan (IVES, C. WAYNE)						
Description: Coordinate with dam owners and water users to conduct water management actions both as a routine coordination and for plan-required specific management events.						
Start: 1/1/2019	End: 12/31/2019	Qty: 1 Activities	Auto Calc:	<input checked="" type="checkbox"/>	Completed:	<input type="checkbox"/> % Complete: 75.00
Activity: W Legislation and Rules						
Description: Legislative activity on bills, work with sponsors, work on DES-initiated legislation, work on rules. May not have deliverables every year.						
Start: 8/23/2006	End:	Lead Person: DIERS, THEODORE				

Activity: Warner River Instream Flow Protection						
Description: Conduct a protected instream flow study and develop and implement a Water Management Plan						
Start: 1/1/2019	End:	Lead Person: IVES, C. WAYNE				
Deliverable: 31637 - C2 Conduct a Warner River PISF Study (IVES, C. WAYNE)						
Description:		Conduct Warner River ISF study and develop a Proposed ISF Report Extended from 12/31/2020 to 12/31/21 on 7/2/19				
Start: 4/1/2019	End: 12/31/2021	Qty: 1 Studies	Auto Calc:	<input checked="" type="checkbox"/>	Completed:	<input type="checkbox"/> % Complete: 1.00

Program: LAKES AND RIVERS MANAGEMENT AND PROTECTION PROGRAM

Description: In 2011, the NH General Court eliminated the FT Lakes Coordinator position and the FT Watershed Planner position thereby reducing the staff of the Lakes and Rivers Management and Protection Programs from 3 FT and .5 PT staff to 1FT Environmental Coordinator and .5 PT staff. Effective July 1, 2018, a FT Watershed Coordinator position was added, increasing staff to 2 FT and .5 PT.

Start: 10/1/1999**End:****Activity:** Lake Management Planning

Description: Under RSA 483-A, the Lakes Program must assist municipalities, regional planning commissions, lake associations and others with the development of lake management, shoreland protection, and watershed management plans. As the Lakes Program was unfunded in 2011, this activity is done on an ad hoc basis.

Start: 10/1/2019**End:****Lead Person:** SALES, TRACIE**Deliverable:** 31971 - Lake management planning guidance documents (SALES, TRACIE)

Description: Provide and maintain guidance materials to assist municipalities and groups in collecting lake management information and developing management plans. Includes Comprehensive Lake Inventory.

Start: 10/1/2019**End:** 9/30/2020**Qty:** 1 Updates**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Deliverable:** 31980 - Lake management recommendations for state agencies (SALES, TRACIE)

Description: The Lakes Program, with assistance from other agencies and groups, shall prepare, every 10 years, lake and shoreland management recommendations to assist state agencies in their decision-making.

Start: 10/1/2019**End:** 9/30/2020**Qty:** 1 Recommendations/Suggestions**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Deliverable:** 31976 - Provide assistance on lake management planning (SALES, TRACIE)

Description: As requested, provide technical assistance (and funding as available) to municipalities, regional planning commissions, groups and individuals on lake, shoreland and watershed management planning efforts.

Start: 10/1/2019**End:** 9/30/2020**Qty:** 1 Assistances Provided**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Activity:** Legislation and Rules

Description: Each Legislative session new bills or amendments to existing bills are introduced and considered by the legislature. The Rivers Coordinator serves as the agency's primary staff person to review, track, and testify where necessary on such bills. The Rivers Coordinator administers Env-Wq 1800 and updates the rules as needed.

Start: 10/1/2001**End:****Lead Person:** SALES, TRACIE**Deliverable:** 31793 - Draft testimony for river and lake related legislation (DROCIAC, JENNIFER)

Description: Letters of testimony drafted on behalf of NHDES, the RMAC and the LMAC.

Start: 10/1/2019**End:** 9/30/2020**Qty:** 10 Letters**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Deliverable:** 31795 - LAC Legislative Update (DROCIAC, JENNIFER)

Description: Provide legislative updates to Local Advisory Committees (LACs) on a weekly basis during the legislative session.

Start: 10/1/2019**End:** 9/30/2020**Qty:** 20 Updates**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Deliverable:** 31796 - Legislative testimony and participation (SALES, TRACIE)

Description: Program staff may testify or participate in legislative activities relevant to river and lake management and policy.

Start: 10/1/2019**End:** 9/30/2020**Qty:** 2 Activities**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00

Deliverable: 31797 - Review RSA 483-A, update statute and adopt rules under RSA 483-A:7 II if necessary (SALES, TRACIE)

Description:

Start: 10/1/2019 **End:** 9/30/2020 **Qty:** 1 Updates **Auto Calc:** ☒ **Completed:** ☐ **% Complete:** 0.00

Deliverable: 31798 - Revise Env-Wq 1800 (SALES, TRACIE)

Description: Revise RMPP rules if necessary to be consistent with RSA 483.

Start: 10/1/2019 **End:** 9/30/2020 **Qty:** 1 Rules **Auto Calc:** ☒ **Completed:** ☐ **% Complete:** 0.00

Activity: Local Advisory Committee Support

Description: There are 18 LACs and 5 CT River subcommittees associated with the RMPP consisting of volunteer citizens with an interest in river management issues. Members of the LACs are nominated by river corridor municipalities and appointed by the RMAC. The LACs require guidance and assistance with developing projects, interpreting data, and understanding state and federal regulations.

Start: 10/1/2002 **End:** **Lead Person:** SALES, TRACIE

Deliverable: 31799 - Administer Protected River Sign Program (MITCHELL, MARIAH)

Description: Protected River Signs are available for purchase and installation upon approval by local officials and DOT. Installation forms will be reviewed and signs ordered upon approval and availability of funding.

Start: 10/1/2019 **End:** 9/30/2020 **Qty:** 2 Signs **Auto Calc:** ☒ **Completed:** ☐ **% Complete:** 0.00

Deliverable: 31800 - Attend LAC meetings Upon Request (SALES, TRACIE)

Description: LACs often request DES updates and general technical assistance. RMPP staff will respond to these requests as needed and appropriate.

Start: 10/1/2019 **End:** 9/30/2020 **Qty:** 8 Meetings **Auto Calc:** ☒ **Completed:** ☐ **% Complete:** 0.00

Deliverable: 31804 - Host LAC Workshop (DROCIAC, JENNIFER)

Description: Plan and host an annual or biennial LAC Workshop in cooperation with NH Rivers Council.

Start: 10/1/2019 **End:** 9/30/2020 **Qty:** 1 Workshops **Auto Calc:** ☒ **Completed:** ☐ **% Complete:** 0.00

Deliverable: 31807 - Maintain LAC blog and other LAC online resources (MITCHELL, MARIAH)

Description: Includes event posts, LAC contact information updates, annual and biennial report posts, and adding/updating informational resources.

Start: 10/1/2019 **End:** 9/30/2020 **Qty:** 12 Updates **Auto Calc:** ☒ **Completed:** ☐ **% Complete:** 0.00

Deliverable: 31808 - Process member nominations for LACs (MITCHELL, MARIAH)

Description: LAC member nominations received from municipalities and other organizations by NHDES will be processed according to RMPP standard procedures.

Start: 10/1/2019 **End:** 9/30/2020 **Qty:** 36 Letters **Auto Calc:** ☒ **Completed:** ☐ **% Complete:** 0.00

Deliverable: 31814 - Provide guidance regarding permit review and commenting to the LACs (MITCHELL, MARIAH)

Description: Staff will provide the LACs with a flowchart of the permit review process, a chart indicating the permit timeframes and LAC comment due dates, a checklist for permit commenting, and guidance regarding the application and implementation of these documents. The Rivers Program will continue to work with DES permitting staff to improve the process.

Start: 10/1/2019 **End:** 9/30/2020 **Qty:** 4 Assistances Provided **Auto Calc:** ☒ **Completed:** ☐ **% Complete:** 0.00

Deliverable: 31817 - Provide membership update to the LACs (MITCHELL, MARIAH)

Description: At least once per year, RMPP staff will provide each LAC with a membership update.

Start: 10/1/2019	End: 9/30/2020	Qty: 19 Updates	Auto Calc:	<input checked="" type="checkbox"/>	Completed:	<input type="checkbox"/>	% Complete: 0.00
Deliverable: 31818 - Provide Technical Assistance to LACs (SALES, TRACIE)							
Description: Staff shall provide support to LACs in the administration of their duties and shall respond to LAC requests for assistance.							
Start: 10/1/2019	End: 9/30/2020	Qty: 12 Assistances Provided	Auto Calc:	<input checked="" type="checkbox"/>	Completed:	<input type="checkbox"/>	% Complete: 0.00
Deliverable: 31805 - Request LAC member nominations (MITCHELL, MARIAH)							
Description: RMPP staff will issue nomination solicitation letters and emails to designated river communities lacking representation.							
Start: 10/1/2019	End: 9/30/2020	Qty: 16 Letters	Auto Calc:	<input checked="" type="checkbox"/>	Completed:	<input type="checkbox"/>	% Complete: 0.00
Activity: Permit Review and Comment							
Description: RSA 483 provides an opportunity to review and comment on applications for permits, certificates, or licenses within the designated river corridor.							
Start: 10/1/2001	End:	Lead Person: SALES, TRACIE					
Deliverable: 31810 - Notify LACs of Permitting activities within designated corridors (MITCHELL, MARIAH)							
Description: RMPP staff will send a weekly permit notification email to LACs summarizing all river-related state permit applications received during the prior week that are located within the designated river corridors.							
Start: 10/1/2019	End: 9/30/2020	Qty: 52 Notifications	Auto Calc:	<input checked="" type="checkbox"/>	Completed:	<input type="checkbox"/>	% Complete: 0.00
Deliverable: 31813 - RMPP staff permit comments and reviews (DROCIK, JENNIFER)							
Description: RMPP staff will review and comment on select permit and State Revolving Fund applications, as well as Intergovernmental Reviews.							
Start: 10/1/2019	End: 9/30/2020	Qty: 12 Reviews	Auto Calc:	<input checked="" type="checkbox"/>	Completed:	<input type="checkbox"/>	% Complete: 0.00
Activity: Program Administration							
Description: Program staff will develop grant proposals, budgets and workplans to further the implementation of RSA 483 and 483-A.							
Start: 7/1/2006	End:	Lead Person: SALES, TRACIE					
Deliverable: 31819 - Administer FY2020-21 CT River Valley Resource Comm/CRJC Grant Agreement (SALES, TRACIE)							
Description: DES is responsible for providing state funding to the CRVRC. This 2 year contract of \$70,000 (\$35,000 per year) allows CRVRC to pay the CT River Joint Commissions (CRJC) for management and administrative services.							
Start: 10/1/2019	End: 9/30/2021	Qty: 1 Contracts	Auto Calc:	<input checked="" type="checkbox"/>	Completed:	<input type="checkbox"/>	% Complete: 0.00
Deliverable: 31820 - Develop a Watershed Approach for Lakes and Rivers Management and Protection Program (SALES, TRACIE)							
Description: Working in cooperation with the RMAC, LMAC, other DES programs as well as river and lake stakeholder groups, implement programs and projects in support of a watershed approach to surface water management. Compose proposed legislation for submittal to the General Court as appropriate.							
Start: 10/1/2019	End: 9/30/2020	Qty: 1 Programs	Auto Calc:	<input checked="" type="checkbox"/>	Completed:	<input type="checkbox"/>	% Complete: 0.00
Deliverable: 31821 - Develop and administer FY2020/21 Rivers & Lakes Programs Budgets (SALES, TRACIE)							
Description:							
Start: 10/1/2019	End: 9/30/2020	Qty: 1 Budgets	Auto Calc:	<input checked="" type="checkbox"/>	Completed:	<input type="checkbox"/>	% Complete: 0.00
Deliverable: 31822 - Develop and implement FY 2020/2021 Program Work Plan (SALES, TRACIE)							
Description: Implement the Program responsibilities outlined within RSA 483 (Rivers) and RSA 483-A (Lakes) within the limitations of program staffing and funding levels.							

Start: 10/1/2019	End: 9/30/2020	Qty: 1 Workplans	Auto Calc: X	Completed: <input type="checkbox"/>	% Complete: 0.00
Deliverable: 31823 - Maintain and update Program Standard Operating Procedures (SOPs) (MITCHELL, MARIAH)					
Description: Develop, update and maintain internal (permits, LAC member appointments, etc.), RMAC and LMAC SOPs so the Programs function more efficiently.					
Start: 10/1/2019	End: 9/30/2020	Qty: 4 SOPs (Standard Operating Procedures)	Auto Calc: X	Completed: <input type="checkbox"/>	% Complete: 0.00
Deliverable: 31825 - Prepare and submit the LMPP Biennial Report to the General Court (SALES, TRACIE)					
Description: According to RSA 483-A:6 VI, the LMAC must prepare and submit a biennial report to the General Court every two years. Staff support for this deliverable is no longer funded in the state budget.					
Start: 10/1/2019	End: 9/30/2021	Qty: 1 Reports, Final	Auto Calc: X	Completed: <input type="checkbox"/>	% Complete: 0.00
Deliverable: 31826 - Prepare and submit the RMPP Biennial Report to the General Court (DROCIAC, JENNIFER)					
Description: According to RSA 483:8 VI , the RMAC must prepare and submit a biennial report to the General Court every two years.					
Start: 10/1/2019	End: 9/30/2021	Qty: 1 Reports, Final	Auto Calc: X	Completed: <input type="checkbox"/>	% Complete: 0.00
Activity: Public Education and Outreach Programs and Information					
Description: The RMPP and LMPP serve to educate and provide information to the general public so that informed river and lake management decisions can be made by local communities and appropriate stakeholder groups.					
Start: 10/1/2001	End:	Lead Person: SALES, TRACIE			
Deliverable: 31827 - Attend River, Lake & Watershed events with display or materials (SALES, TRACIE)					
Description:					
Start: 10/1/2019	End: 9/30/2020	Qty: 2 Events	Auto Calc: X	Completed: <input type="checkbox"/>	% Complete: 0.00
Deliverable: 31830 - Update LMPP Factsheets (DROCIAC, JENNIFER)					
Description: Maintain and update LMPP factsheets and outreach materials as needed.					
Start: 10/1/2019	End: 9/30/2020	Qty: 1 Fact Sheets	Auto Calc: X	Completed: <input type="checkbox"/>	% Complete: 0.00
Deliverable: 31828 - Update LMPP Website and LMAC Blog (DROCIAC, JENNIFER)					
Description: These sites are critical education and communication tools used by the Program to reach the LMAC and members of the public. Includes weekly legislative update posts.					
Start: 10/1/2019	End: 9/30/2020	Qty: 30 Updates	Auto Calc: X	Completed: <input type="checkbox"/>	% Complete: 0.00
Deliverable: 31831 - Update RMPP Fact Sheets (DROCIAC, JENNIFER)					
Description: Maintain and Update RMPP fact sheets as needed.					
Start: 10/1/2019	End: 9/30/2020	Qty: 3 Fact Sheets	Auto Calc: X	Completed: <input type="checkbox"/>	% Complete: 0.00
Deliverable: 31829 - Update RMPP Website and RMAC Blog (DROCIAC, JENNIFER)					
Description: These sites are critical education and communication tools used by the Program to reach the RMAC and members of the public. Includes weekly legislative updates during the legislative season.					
Start: 10/1/2019	End: 9/30/2020	Qty: 36 Updates	Auto Calc: X	Completed: <input type="checkbox"/>	% Complete: 0.00
Activity: Public Waters Access Advisory Board and Other Access Opportunities					

Description: Coordinate with the Public Waters Access Advisory Board of the NH Dept. of Fish and Game. Assist internal and external organizations regarding public access to our waterbodies.				
Start: 1/1/2004	End:	Lead Person: SALES, TRACIE		
Deliverable: 31832 - PWAAB annual report (DROCIAC, JENNIFER)				
Description: Coordinate DES section of the PWAAB annual report.				
Start: 10/1/2019	End: 9/30/2020	Qty: 1 Reports, Drafts	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/> % Complete: 0.00
Deliverable: 31833 - Technical Assistance to PWAAB (SALES, TRACIE)				
Description: Provide support to PWAAB as requested. Attend PWAAB meetings as needed.				
Start: 10/1/2019	End: 9/30/2020	Qty: 1 Assistances Provided	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/> % Complete: 0.00
Activity: River Management Plans Development and Implementation				
Description: For each designated river there is an associated river corridor management plan that has either been completed or is under development.				
Start: 10/1/2001	End:	Lead Person: SALES, TRACIE		
Deliverable: 31835 - Assist LACs with grant proposals to support management plan implementation (SALES, TRACIE)				
Description: Assist designated river local advisory committees and other partners with identifying and developing grant proposals to support management plan implementation.				
Start: 10/1/2019	End: 9/30/2020	Qty: 1 Assistances Provided	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/> % Complete: 0.00
Deliverable: 31836 - Management Plan Development & Implementation Status (DROCIAC, JENNIFER)				
Description: RMPP staff will maintain LAC river corridor management plans on the LAC blog and report on their development and implementation status annually to the RMAC.				
Start: 10/1/2019	End: 9/30/2020	Qty: 1 Updates	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/> % Complete: 0.00
Deliverable: 31837 - Review and comment on the draft management plans prepared by the LACs (DROCIAC, JENNIFER)				
Description: Review and prepare comments for draft management plans as needed.				
Start: 10/1/2019	End: 9/30/2020	Qty: 1 Reviews	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/> % Complete: 0.00
Activity: River Nominations and Designations				
Description: A major element of the RMPP is the nomination and designation of rivers into the Program.				
Start: 7/1/2014	End:	Lead Person: SALES, TRACIE		
Deliverable: 31838 - Attend River Nomination meetings upon request (SALES, TRACIE)				
Description: RMPP staff will participate in meetings and conference calls held to support the development of river nominations for designation under RSA 483.				
Start: 10/1/2019	End: 9/30/2020	Qty: 1 Meetings	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/> % Complete: 0.00
Deliverable: 31839 - Provide Technical Assistance for River Nominations (SALES, TRACIE)				
Description: When requested, RMPP staff will provide assistance to an RPC and/or river nominating committee to develop and submit a river nomination for designation under RSA 483.				
Start: 10/1/2019	End: 9/30/2020	Qty: 1 Assistances Provided	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/> % Complete: 0.00

Activity: River-Lake (Watershed) Policy and Planning

Description: The Program Coordinator is responsible for assisting in the development of river, lake and watershed policy relevant to the RMPP and the LMPP. This entails coordinating internal efforts or participating in ad hoc committees.

Start: 10/1/2003**End:****Lead Person:** SALES, TRACIE**Deliverable:** 31840 - Administrative Rule Comment and Development (SALES, TRACIE)

Description: The Program Coordinator comments on administrative rules being proposed by other NHDES programs.

Start: 10/1/2019**End:** 9/30/2020**Qty:** 1 Comments**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Deliverable:** 31841 - Participation on Ad Hoc River, Lake and Watershed Planning Groups (SALES, TRACIE)**Description:****Start:** 10/1/2019**End:** 9/30/2020**Qty:** 6 Meetings**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Activity:** RMAC and LMAC Assistance

Description: Effective July 2011, the LMAC will meet as needed, probably quarterly. The purpose of the committee is to provide guidance to the Lakes Management and Protection Program and to the Department regarding lake, shoreland and watershed issues from the variety of state agencies and interest groups that are represented on the committee.

Effective July 2011, the RMAC will meet as needed, probably quarterly. The purpose of the committee is to provide guidance, discuss and consider river-related management issues rivers throughout NH. The committee serves to provide a broad range of viewpoints from various interest groups and assists the Department in making river management decisions.

Start: 3/25/1992**End:****Lead Person:** SALES, TRACIE**Deliverable:** 31842 - Coordinate review of state waterfront property disposals per RSA 483 and 483-A (DROCIK, JENNIFER)

Description: Working in cooperation with the LMAC and RMAC to determine appropriate recommendations regarding state surplus lands pertaining to lakes and rivers. Serve as agency liaison between RMAC, LMAC, CORD, and state agencies for state property disposals that are subject to RSA 483 and 483-A and the procedures adopted by the LMAC and the RMAC.

Start: 10/1/2019**End:** 9/30/2020**Qty:** 8 Properties**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Deliverable:** 31843 - Develop and distribute RMAC and LMAC letters and correspondence. (DROCIK, JENNIFER)

Description: Program staff will develop and distribute letters (SLRs, Thank Yous, rules, etc.) on behalf of the LMAC and the RMAC. Does NOT include legislative letters of testimony.

Start: 10/1/2019**End:** 9/30/2020**Qty:** 8 Letters**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Deliverable:** 31844 - LMAC and RMAC meeting support (MITCHELL, MARIAH)

Description: The LMAC and RMAC usually meet quarterly and often conduct 1 lake (and 1 river) visit per year. Develop, distribute and post agendas meeting information; maintain the meeting minutes.

Start: 10/1/2019**End:** 9/30/2020**Qty:** 8 Meetings**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Deliverable:** 31845 - Provide staff support to the LMAC and RMAC (SALES, TRACIE)

Description: In addition to the administration and facilitation of the LMAC and RMAC meetings, the Program staff provide assistance to the committee to address river and lake-related issues of concern to the committees.

Start: 10/1/2019**End:** 9/30/2020**Qty:** 6 Assistances Provided**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00

Deliverable: 31846 - Provide the LMAC and RMAC with legislative updates. (DROCIAC, JENNIFER)

Description: During the legislative session, Program staff will provide the LMAC and RMAC with weekly legislative updates.

Start: 10/1/2019 **End:** 9/30/2020 **Qty:** 25 Updates **Auto Calc:** ☒ **Completed:** ☐ **% Complete:** 0.00

Activity: Technical Assistance - Outreach, Education and Information Development

Description: A major component of the Lakes and Rivers Programs is to provide assistance to and/or cooperate with agencies, organizations, citizens, and government regarding lake related issues.

Start: 10/1/1999 **End:** **Lead Person:** SALES, TRACIE

Deliverable: 31847 - Provide assistance to other DES divisions and/or bureaus (SALES, TRACIE)

Description: This includes reviewing proposed administrative rules and applications; making presentations and/or helping coordinate workshops/conferences; and providing technical assistance within DES.

Start: 10/1/2019 **End:** 9/30/2020 **Qty:** 4 Assistances Provided **Auto Calc:** ☒ **Completed:** ☐ **% Complete:** 0.00

Deliverable: 31848 - Provide technical assistance to federal, state and local agencies (SALES, TRACIE)

Description: Includes reviewing and commenting on proposed mooring applications (and providing this information to NH Marine Patrol Bureau).

Start: 10/1/2019 **End:** 9/30/2020 **Qty:** 4 Assistances Provided **Auto Calc:** ☒ **Completed:** ☐ **% Complete:** 0.00

Deliverable: 31849 - Provide technical assistance to the public (SALES, TRACIE)

Description:

Start: 10/1/2019 **End:** 9/30/2020 **Qty:** 50 Assistances Provided **Auto Calc:** ☒ **Completed:** ☐ **% Complete:** 0.00

Program: LIMNOLOGY CENTER

Description: To provide quality chemical and biological analyses for freshwater, microscopic analyses, mercury in fish analyses, cyanotoxin analyses and bathing facility data. To provide laboratory and field equipment maintenance and to provide boat, marine engine and trailer repairs. To maintain a reputable technical assistance program.

Start: 10/1/1999**End:****Activity:** Acid Trend Monitoring

Description: Conduct trend monitoring on wet precipitation and on selected lakes and ponds for acid rain related parameters, keep abreast of the acid rain literature and participate in acid rain control activities.

Start: 10/1/1999**End:****Lead Person:** HENDERSON, JR., WALTER**Deliverable:** 32569 - Conduct chemical analysis for acid rain monitoring (HENDERSON, JR., WALTER)

Description: The total number of chemical analyses run for the various deliverables listed under the acid rain trend program activity is tracked here. Acid outlet ponds (20) sampled twice a year plus remote pond samples are collected through NHF&G by helicopter and number of lakes sampled is dependent on F&G.

Start: 10/1/2019**End:** 9/30/2020**Qty:** 50 Samples**Auto Calc:** ☒**Completed:** ☐**% Complete:** 40.00**Deliverable:** 32571 - monitor wet deposition for acid rain parameters (HENDERSON, JR., WALTER)

Description: collect wet precipitation on an event basis at the DES offices in Concord (guage on roof) and analyze for pH, sulfate, nitrate and total phosphorus.

Start: 10/1/2019**End:** 9/30/2020**Qty:** 25 Events**Auto Calc:** ☒**Completed:** ☐**% Complete:** 64.00**Activity:** Complaint investigations

Description: Record, investigate and resolve lake and watershed related complaints.

Start: 10/1/1999**End:****Lead Person:** LIVINGSTON, ROBERT**Deliverable:** 33139 - New Water Quality Complaint Investigations (LIVINGSTON, ROBERT)

Description: Conduct approximately 10 complaint investigations on an annual basis. Some complaints are completed following one inspection, while others may result in enforcement action and require additional follow-up. Does not include complaints or inquiries resolved over the phone or email.

Start: 1/1/2020**End:** 12/31/2020**Qty:** 20 Complaints**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Deliverable:** 30079 - New Water Quality Complaint Investigations (LIVINGSTON, ROBERT)

Description: Conduct approximately 10 complaint investigations on an annual basis. Some complaints are completed following one inspection, while others may result in enforcement action and require additional follow-up. Does not include complaints or inquiries resolved over the phone or email.

Start: 1/1/2019**End:** 12/31/2019**Qty:** 20 Complaints**Auto Calc:** ☒**Completed:** ☒**% Complete:** 130.00**Activity:** Equipment maintenance and ordering

Description: The ordering and maintenance of field and laboratory equipment, including inspection and maintenance of vehicles, snowmobiles and boats, motors and trailers.

Start: 10/1/1999**End:****Lead Person:** ASHLEY, SCOTT**Deliverable:** 32562 - Maintenance and repair of boats, vehicles and equipment (ASHLEY, SCOTT)**Description:****Start:** 10/1/2019**End:** 9/30/2020**Qty:** 100 Percent**Auto Calc:** ☒**Completed:** ☐**% Complete:** 50.00

Activity: Lake Trophic Survey Program

Description: Conduct comprehensive physical, chemical and biological monitoring on approximately 8-10 new lakes each year, revisiting them for two consecutive years for selected sampling activities.

Start: 10/1/1999**End:****Lead Person:** ASHLEY, SCOTT**Deliverable:** 32563 - Complete field work (ASHLEY, SCOTT)

Description: Sample 30 lakes as part of lake trophic survey program

Start: 10/1/2019**End:** 9/30/2020**Qty:** 30 Lakes**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Deliverable:** 32564 - Select lakes (ASHLEY, SCOTT)

Description: Select lakes for upcoming sampling season

Start: 10/1/2019**End:** 9/30/2020**Qty:** 10 Lakes**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Activity:** Limnology Center Laboratory Operations

Description: Provide laboratory analyses, quality assurance and quality control reports.

Start: 10/1/1999**End:****Lead Person:** ASHLEY, SCOTT**Deliverable:** 32565 - Prepare and Submit final QA/QC Report (ASHLEY, SCOTT)

Description: The Limnology Center QA/QC Report provides a year end summary of all program activities, inspections, sample results generated through the Limnology Center.

Start: 10/1/2019**End:** 9/30/2020**Qty:** 1 Reports, Final**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Activity:** Operate mercury in fish & other biota program for DES

Description: Administer all aspects of a mercury in fish & biota monitoring program.

Start: 10/1/1999**End:****Lead Person:** ASHLEY, SCOTT**Deliverable:** 32566 - Analyze approximately 100 fish for total mercury concentration (HENDERSON, JR., WALTER)

Description: DES Limnology Center now has a mercury analyzer and will conduct its own analyses of fish mercury.

Start: 10/1/2019**End:** 9/30/2020**Qty:** 100 Analyses**Auto Calc:** ☒**Completed:** ☐**% Complete:** 75.00**Activity:** Program administration

Description: program administration including budgets and personnel related to the Limnology activities

Start: 10/1/2006**End:****Lead Person:** NEILS, DAVID**Deliverable:** 33154 - Budgets (NEILS, DAVID)

Description: Complete and update budgets for various Biology Section related programs

Start: 10/1/2019**End:** 9/30/2020**Qty:** 4 Budgets**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Deliverable:** 33155 - Complete staff reviews (NEILS, DAVID)

Description:

Start: 10/1/2019**End:** 9/30/2020**Qty:** 8 Reviews**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00

Deliverable: 33156 - Track expenses (NEILS, DAVID)**Description:** track JCLC related purchases**Start:** 10/1/2019**End:** 9/30/2020**Qty:** 1 Tracking Systems**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Activity:** Special Lake Studies**Description:** Lake assessments other than acid rain and trophicsurveys. May not have deliverables every year. THIS TASK ON ON HOLD FOR 2012. Task on hold for FFY2015.**Start:** 10/1/2003**End:****Lead Person:** NEILS, DAVID**Deliverable:** 33157 - Complete intensified monitoring in Lake(s) where needed (NEILS, DAVID)**Description:** A placeholder to track additional monitoring that takes place in one or more lakes.**Start:** 10/1/2019**End:** 9/30/2020**Qty:** 3 Lakes**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00

Program: NONPOINT SOURCE 319 PROJECTS IMPLEMENTATION

Description: EPA's Nonpoint Source Program and Grants Guidelines for States and Territories beginning FFY 2014 require that 50 Percent of Total § 319 Funding be for Watershed Project Implementation to implement watershed projects guided by WBPs. Projects may implement acceptable alternative plans to a WBP. These guidelines further require that watershed project funds go toward restoring impaired waters through the implementation of WBPs or acceptable alternative plans. Activities necessary to implement WBPs or acceptable alternative plans for watersheds containing one or more impaired waters are considered restoration activities. Where a state has an updated NPS management program that identifies protection of unimpaired/high quality waters¹¹ as a priority and describes its process for identifying such waters, there is flexibility to use a limited amount of watershed project funds for activities to protect identified waters following consultation with EPA through § 319 grant work plan negotiations. The proportion of watershed project funds allocated to protecting high quality waters could vary depending on the relative priority of restoration and protection activities in the state's NPS management program and the array of projects ready for § 319 funding and implementation in that particular year.

Start: 10/1/2010**End:****Activity:** BMP Follow-up and Tracking for 319 Projects

Description: FFY 2014 combined deliverables from WSREST and WSPROT Programs. Complete office and field work associated with tracking and reporting on the post implementation phases of BMPs constructed through 319 funded projects. Tracking is designed to verify that BMPs are maintained in a condition which indicates that they continue to function as designed.

Start: 10/1/2013**End:****Lead Person:** ZINK, KATHERINE**Deliverable:** 28199 - BMP Maintenance Guide (ZINK, KATHERINE)**Description:** Develop formal BMP Maintenance Guide to support follow-up maintenance for 319 or SRF funded BMPs to improve performance and life expectancy

End date changed from 12/31/19 to 12/31/20 leaving time to discuss need.

Start: 1/1/2015**End:** 12/31/2020**Qty:** 1 Guidebooks**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Deliverable:** 32276 - BMP Tracking Data Activities (ZINK, KATHERINE)

Description: Complete file updates to catalog existing data; complete file research of previous site visit information and/or BMP designs; perform follow up contact with grantees or BMP owners to request maintenance or repair as needed; perform BMP tracking database development and maintenance; continue to research BMP tracking work completed by other organizations; continue development of BMP tracking methodologies to improve process; provide outreach to grantees and other stakeholders regarding BMP maintenance and performance results from our tracking activities; complete tracking of structural and non-structural BMPs as recommended in completed watershed based plans by requesting information from grantees and project managers and updating Watershed Plan Implementation Tracking spreadsheets at least annually.

Start: 10/1/2019**End:** 9/30/2021**Qty:** 100 Percent**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Deliverable:** 32278 - BMP Tracking Site Visits (ZINK, KATHERINE)

Description: Travel to completed BMP implementation sites and complete site inspections and data collection to be used in the post implementation tracking of constructed BMPs. Site visit work includes: planning routes and traveling to BMP sites; completing a visual inspection of various types of BMPs comparing existing condition to original condition/specifications; completing field sheets documenting results of field visits; taking measurements and photos to document the existing condition; making a determination of any potential repairs or maintenance requests to be made; continue development of BMP site visit methodologies to improve process.

Start: 10/1/2019**End:** 9/30/2021**Qty:** 20 Site Visits**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Activity:** Implementation of 319 Watershed Projects

Description: Manage projects funded with 319 Project funds that implement watershed-based plans meeting EPA's criteria for WBPs.

Start: 10/1/2010	End:	Lead Person: LANDRY, STEPHEN	
Deliverable: 25731 - Black Brook Restoration - GOMC Protocols Reporting (LANDRY, STEPHEN)			
Description: This work continues from R-06-M-02 that included the removal of the Maxwell Pond Dam on Black Brook in Manchester and resulted in the restoration of fish passage and natural flow regimes through a previously impaired impoundment. GOMC protocols have been implemented in the project area to document baseline conditions pre-dam removal and to document post-dam removal stream evolution, biological, chemical, and physical responses to dam removal. Results will continue to monitor the positive impacts of this EPA Success Story on Black Brook and the aquatic and terrestrial communities within it. Initially, monitoring was intended to be carried out at the 1 year, 3 year, and 5 year intervals. However, S.Landry will continue to coordinate the following tasks on an annual basis through 2020 and then make a decision as to whether or not further assessments are required: 1)VRAP protocols (coordinated with the volunteers from the MUPRP) 2)Photos taken at monumented locations each spring, summer, and fall 3)Fish populations (species presence and abundance) with assistance from NH Fish & Game 4)Invertebrate population assessments 5)Particle size analyses at 10 monumented cross-sections throughout project area 6)Vegetation community surveys - at least one survey completed prior to 2020 if personnel with identification experience are available to participate 7)Cross Sections and Longitudinal Profiles will be collected if personnel are available to assist.			
Start: 1/1/2015	End: 12/31/2020	Qty: 1 Reports, Final	Auto Calc: <input checked="" type="checkbox"/> Completed: <input type="checkbox"/> % Complete: 80.00
Deliverable: 30971 - McQuesten Brook Long-term, Confirmation Monitoring-Manchester/Bedford (LANDRY, STEPHEN)			
Description: As the McQuesten Brook Watershed Restoration Plan (RI-13-M-03) is implemented by the New Hampshire Rivers Council and their project partners, long-term monitoring will continue to document stream restoration. Multiple dam removals, culvert removals, stream crossing upgrades, and eventual stormwater BMPs contribute to improved conditions within McQuesten Brook that will result in a de-listing of segments from the impaired waters list. NPS Program staff will continue to implement GOMC protocols throughout the watershed to document biological, physical, and chemical improvement trends that benefit the rare, naturally reproducing population of eastern brook trout that exist in McQuesten Brook. Results of the long-term monitoring will be shared at conferences and other venues to support the ongoing movement and multiple benefits of stream restoration through selective dam removal.			
Start: 7/1/2018	End: 12/31/2025	Qty: 8 Assessments	Auto Calc: <input checked="" type="checkbox"/> Completed: <input type="checkbox"/> % Complete: 50.00
Deliverable: 24924 - RI-13-M-03 McQuesten Brook Watershed Restoration Phase I - Dam Removals (LANDRY, STEPHEN)			

Description:		<p>END DATE EXTENDED TO 12/31/2021 in order to complete ARM post-construction monitoring requirements throughout project areas and to oversee the cleanout of the newly permitted Second Street culvert. The NH Rivers Council and their project partners are implementing high priority elements of their McQuesten Brook Watershed Restoration Plan. This first phase of restoration activity focuses upon the removal of three, obsolete dam structures that have interrupted natural stream function and created McQuesten Pond out of an impoundment on McQuesten Brook. It is anticipated that completion of this project will lead to another NPS Success Story for NH. S.Landry will be involved in the completion of the following Tasks:</p> <p>Tasks 1 and 2 (Develop and advertise RFQ and hire consultant)</p> <p>Tasks 3 and 4 (Review and approve SSPP and QAPP)</p> <p>Tasks 5 through 8 (Review draft RPR Form)</p> <p>Tasks 11 through 15 (Provide assistance to consultant to complete field topo and sediment surveys within project areas)</p> <p>Tasks 16 through 19 (Review sediment management plan and initial conceptual plans)</p> <p>Tasks 23 through 30 (review and approve 75 percent and final plans. Participate in the process to prepare documentation for the CLOMR if needed and the Wetlands Permit Application)</p> <p>Tasks 31 through 33 (work with project team to plan and participate in all project meetings)</p> <p>Tasks 34 through 37 (Coordinate implementation of GOMC protocols before and after dam removals)</p> <p>Tasks 38 through 40 (lead a team or teams during watershed cleanup events every year through 2015)</p> <p>Tasks 45 through 51 (review, comment, and ultimately approve semi-annual progress reports)</p> <p>Task 52 (review, comment, and ultimately approve the final report for the project)</p>			
Start: 4/17/2013	End: 12/31/2021	Qty: 3 Restorations	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input checked="" type="checkbox"/>	% Complete: 133.33
Deliverable: 28918 - RI-16-M-02 Newfound Lake Watershed Plan Implementation Phase 3 (MARCOUX, JEFFREY)					
Description:		Implementing various structural Best Management Practices (BMPs) at the Town and residential scale as well as facilitating design and planning for other structural BMPs. Additional work includes outreach work and non-structural BMP implementations such as development of model ordinances.			
Start: 10/1/2016	End: 12/31/2019	Qty: 5 BMPs (Best Management Practices)	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input checked="" type="checkbox"/>	% Complete: 106.00
Deliverable: 28081 - RI-16-S-01 Province Lake Implementation Phase 2 (SOULE, SALLY)					
Description:		<p>END DATE EXTENDED FROM 12/31/2018 to 12/31/2019</p> <p>This work continues from RI-15-S-08 to impleement stormwater BMPs, septic system upgrades, monitoring, and outreach to improve water quality in Province Lake. The lake is impaired for lake nutrients and cyanobacteria; end date extended to 12/31/2019</p>			
Start: 6/1/2016	End: 12/31/2019	Qty: 4 BMPs (Best Management Practices)	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/>	% Complete: 88.00
Deliverable: 30530 - RI-17-C-01 and RI-18-C-06 Sawyer Mill Dam Removal - Phase 2 (SOULE, SALLY)					
Description:		Work with NH DES Dam Bureau, NH Coastal Program, and dam owner to remove dams (construction).			
Start: 1/1/2017	End: 12/31/2019	Qty: 2 Dams	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/>	% Complete: 62.00
Deliverable: 29640 - RI-17-M-08 Wolfboro Wentworth and Crescent Lake Plan Implementation 3 - : Route 109 roadside and C (MARCOUX, JEFFREY)					

Description:		<p>The Wentworth Watershed Association f/k/a Lake Wentworth Foundation, in conjunction with the Town of Wolfeboro, is proposing watershed management efforts based on recommendations provided in the Lake Wentworth/Crescent Lake Watershed Management Plan (WMP) that was completed in 2012. Lake Wentworth and Crescent Lake are located in Wolfeboro, NH, and flow into Lake Winnepesaukee via the Smith River. The watershed for these lakes is approximately 35.6 square miles of mostly non-developed land, with some small isolated urban areas and residential homes/summer camps located along shorelines.</p> <p>The WMP identified, evaluated and ranked several stormwater Best Management Practices (BMPs) to address the impacts of Non-Point Source (NPS) pollution, including sediment and nutrient loadings from the developed portions of the watershed. Phase 2 implementation currently involves work, nearing completion, of high-priority sites on Lake Wentworth and Crescent Lake. The Phase 3 project proposes implementation of two of the top five ranked stormwater structural BMPs for Lake Wentworth.</p> <p>The Wentworth Watershed Association f/k/a Lake Wentworth Foundation also plans to continue its on-going public education and outreach efforts utilizing site visits, educational events, presentations, mailings, and website updates to provide educational information about stormwater runoff, NPS pollution, and how these BMPs will help improve water quality.</p>			
Start: 10/1/2017	End: 12/31/2019	Qty: 2 BMPs (Best Management Practices)	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/>	% Complete: 32.50
Deliverable: 29436 - RI-17-M-10 Messer Pond Phase I Implementation (WASKIN, WENDY)					
Description:		<p>Phase 1 focuses on the recommendations in the Plan that target the County Road Brook area (sites 1, 6 and 8). This effort will be able to leverage on the road maintenance efforts currently underway or planned by the New London DPW. 6/4/19 amendment extended end date from 6/30/2019 to 12/31/2019 and modified certain tasks.</p> <p>THIS INITIAL PHASE WILL MITIGATE STORMWATER RUNOFF WHERE COUNTY ROAD BROOK CROSSES COUNTY ROAD AS WELL AS INITIATE AN OUTREACH EFFORT TO RESIDENTS TO IMPROVE THE SHORELINE BUFFERS ALONG THE UPPER PORTIONS OF COUNTY ROAD BROOK AND ITS TRIBUTARIES.</p>			
Start: 9/1/2017	End: 12/31/2019	Qty: 3 BMPs (Best Management Practices)	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/>	% Complete: 33.33
Deliverable: 31333 - RI-18-C-02 Littlehale Pond - Dam and Stream Restoration Project (SOULE, SALLY)					
Description:		<p>This project will remove Littlehale Pond dam thereby restoring Littlehale Pond to a free flowing stream to improve dissolved oxygen, habitat, and aquatic organism passage and reduce local impacts from flooding. Grantee: Town of Durham</p>			
Start: 8/22/2018	End: 12/31/2020	Qty: 3 BMPs (Best Management Practices)	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/>	% Complete: 88.67
Deliverable: 31335 - RI-18-C-04 Great Bay Waterbody/Watershed Nitrogen Nonpoint Source Study Implementation: Phase 3 (SOULE, SALLY)					
Description:		<p>Install 2 - 3 BMPs to treat stormwater runoff from UNH C-lot parking area; document BMP installation and pollutant load reductions. Grantee: UNH (Stormwater Center)</p>			
Start: 10/3/2018	End: 12/31/2020	Qty: 2 BMPs (Best Management Practices)	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/>	% Complete: 20.50
Deliverable: 31334 - RI-18-C-05 Oyster River Watershed Management Plan Implementation Phase 3 Permeable Reactive Barriers (SOULE, SALLY)					
Description:		<p>This project will install PRBs to remove nitrogen from 1- 2 septic systems in the Oyster River watershed. Grantee: Strafford Regional Planning Commission</p>			
Start: 9/20/2018	End: 12/31/2020	Qty: 2 BMPs (Best Management Practices)	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/>	% Complete: 27.50
Deliverable: 32670 - RI-18-M-03 Ossipee Watershed Plan Implementation (MARCOUX, JEFFREY)					

Description:		THE OSSIPEE WATERSHED IS COMPRISED OF OVER 242,000 ACRES AND IS HOME TO THE LARGEST STRATIFIED DRIFT AQUIFER IN NEW HAMPSHIRE. THE WATERSHED HAS SIGNIFICANT NATURAL AND RECREATIONAL RESOURCES THAT DRIVE THE LOCAL ECONOMY. WATER MONITORING HAS SHOWN THAT WHILE WATER QUALITY IS CURRENTLY GOOD FOR MOST OF ITS SURFACE WATERS, DECLINING CLARITY OF LAKES AND INCREASING CONCENTRATIONS OF SALT AND SEDIMENT ARE HAVING AN IMPACT ON WATER QUALITY. IN 2018, GREEN MOUNTAIN CONSERVATION GROUP (GMCG) COMPLETED A WATERSHED MANAGEMENT PLAN FOR OSSIPEE LAKE. THE RECOMMENDATIONS OF THAT PLAN IDENTIFIED PRIORITY SITES IN NEED OF STORMWATER TREATMENT THROUGH BEST MANAGEMENT PRACTICES (BMPS), AS WELL AS RECOMMENDATIONS FOR EDUCATION AND OUTREACH TO PROPERTY OWNERS. THE OBJECTIVE OF THIS PROJECT IS TO BEGIN IMPLEMENTATION OF THE WATERSHED PLAN. GMCG WILL INSTALL SEVERAL ECONOMICAL BMPS TO REDUCE POLLUTANT LOADING TO THE LAKE, AND COMPLETE OUTREACH ACTIVITIES. OUTREACH WILL INCLUDE A SERIES OF THREE EDUCATIONAL WORKSHOPS ON BMPS, TWO "SEPTIC SOCIALS" TO EDUCATE THE LAKE COMMUNITY ON NUTRIENT LOAD REDUCTION MEASURES, AND GMCG WILL USE ONE OF THE COMPLETED BMPS AS A DEMONSTRATION SITE. GMCG WILL CONTINUE TO MONITOR WATER QUALITY BEFORE AND AFTER BMP IMPLEMENTATION, AND DEVELOP POLLUTANT LOAD REDUCTION ESTIMATES TO DEMONSTRATE BMP EFFECTIVENESS.			
Start: 6/5/2019	End: 9/30/2020	Qty: 4 BMPs (Best Management Practices)	Auto Calc: <input type="checkbox"/>	Completed: <input type="checkbox"/>	% Complete: 0.00
Deliverable: 31734 - RI-19-C-03 Nippo Lake Watershed Plan Implementation (SOULE, SALLY)					
Description:		Implement restoration actions as described in the watershed plan for Nippo Lake: 1. construct road BMPs, 2. construct residential BMPs; 3. implement in lake phosphorus controls, and 4. conduct restoration performance monitoring.			
Start: 6/5/2019	End: 12/31/2020	Qty: 4 BMPs (Best Management Practices)	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/>	% Complete: 50.00
Deliverable: 31733 - RI-19-C-07 Salmon Falls Headwaters Lakes Watershed Management Plan Implementation (SOULE, SALLY)					
Description:		Implement restoration and protection actions described in the Salmon Falls Headwaters Lakes Watershed Management Plan including 1. residential BMPs, 2. outreach, 3. septic system replacements, and 4. performance monitoring			
Start: 6/26/2019	End: 12/31/2021	Qty: 4 BMPs (Best Management Practices)	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/>	% Complete: 20.00
Deliverable: 32236 - RI-19-CT-01 Spofford Lake Watershed Plan Implementation Phase 1 (MARCoux, JEFFREY)					
Description:		Implementation of BMPs as recommended in the Spofford Lake Watershed Management Plan including improvements to road drainage, town beaches, and private camp beaches.			
Start: 7/10/2019	End: 12/31/2021	Qty: 5 BMPs (Best Management Practices)	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/>	% Complete: 0.00
Deliverable: 33181 - RI-19-M-04 Baboosic Lake Implementation at Four Seasons (MARCoux, JEFFREY)					
Description:		Baboosic Lake is a 222 acre natural lake with a 1,536-acre watershed situated on the Amherst/Merrimack town line. The 2008 Baboosic Lake Watershed Management Plan noted that long-term water quality monitoring revealed continuing deterioration in water quality and clarity. Baboosic Lake had also been experiencing regular algae and cyanobacteria blooms. The watershed plan recommended many potential corrective actions that could be employed to reduce nonpoint source pollutant loads to the lake and improve water quality. Through the diligent work of the municipalities, residents, and other stakeholders, many of those practices have been constructed to date. Those projects included work that reduced road erosion, treated stormwater, and replaced substandard septic systems. Recent water quality monitoring demonstrates that significant improvements have resulted from those actions. This project is intended to continue that success through further implementation of the watershed plan's recommended actions by reducing erosion at the Four Seasons neighborhood's beach and boat ramp. This would provide additional reductions of phosphorus loading to the lake from stormwater runoff. The existing, conventional sloped beach experiences significant erosion of sand into the lake, so it will be replaced with a perched beach that does not slope to the water. Additionally, the current substandard boat ramp will be updated to reduce its grade and improve stormwater control at the ramp thereby reducing pollutant runoff down the ramp and also improving the usability of the ramp. These actions are estimated to reduce phosphorous loading to the lake by eight pounds per year, which is 60% of the remaining load reduction needed to achieve the target load reduction calculated in the watershed plan.			
Start: 11/8/2019	End: 12/31/2021	Qty: 2 BMPs (Best Management Practices)	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/>	% Complete: 0.00
Deliverable: 32202 - Soak Up the Rain - BMPs (LOOSIGIAN, LISA)					
Description:		BMPs reported here are implementing stormwater best management practices in a watershed with a completed watershed based plan or its equivalent.			

Start: 10/1/2019	End: 9/30/2020	Qty: 1 BMPs (Best Management Practices)	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/>	% Complete: 0.00
Deliverable: 32204 - Soak Up the Rain - Outreach, Education & Training (LOOSIGIAN, LISA)					
Description: Outreach, training, and education activities reported here are conducted in a watershed with an approved watershed based plan or its equivalent. Outreach, training, and education in watersheds without a watershed based plan are reported under program management.					
Start: 10/1/2019	End: 9/30/2020	Qty: 2 Events	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/>	% Complete: 0.00
Activity: Quality Assurance for Implementation of Watershed Based Plans					
Description: FFY 2014 moved from WSPROT and WSREST programs. All 319 projects using or generating environmental data must develop a quality assurance project plan (QAPP) or a site specific project plan (SSPP), depending on the project type. All QA documents must be reviewed, managed, and tracked in accordance with the DES Quality Assurance Program and the federal requirements for section 319 funds.					
Start: 10/1/2013	End:	Lead Person: LANDRY, STEPHEN			

Program: NONPOINT SOURCE PROGRAM MANAGEMENT

Description: The purpose of this program is to protect and restore the surface waters of the state from nonpoint source pollution. This is accomplished through technical assistance, funding, project management, outreach, and other support to implement statewide nonpoint source initiatives as well as targeted, watershed-based projects.

Start: 3/6/2012**End:****Activity:** Agricultural NPS Management

Description: Implement priority programmatic milestones addressing agricultural sources identified in the 2014 NPS Management Plan.

Start: 10/1/2013**End:****Lead Person:** WASKIN, WENDY**Deliverable:** 31749 - NWQI Planning and Monitoring (WASKIN, WENDY)

Description: Collaborate with NRCS with WQ monitoring and planning in NWQI priority watersheds.

Start: 7/1/2019**End:** 9/30/2020**Qty:** 1 Partnerships**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Deliverable:** 31591 - NWQI Watershed Based Plan for Clark Brook (LANDRY, STEPHEN)

Description: Building upon the efforts of and work products from a graduate student at Antioch University a watershed assessment was completed for the Clark Brook Watershed. These efforts will form the foundation of an alternative a - i watershed based plan that will be completed by a consultant or team of consultants with guidance from the project steering committee. End Date extended. This Deliverable is linked to Measure A-4.2 in the NPS Plan 2020-2024.

Start: 10/1/2018**End:** 9/30/2021**Qty:** 1 Plans, Management**Auto Calc:** ☒**Completed:** ☐**% Complete:** 25.00**Deliverable:** 33036 - Participate in NRCS State Technical Committee (LANDRY, STEPHEN)

Description: Steve Landry represents the NHDES NPS Program on the State Technical Committee. He reports out on NPS Program Management Plan implementation relative to agricultural Goals and Objectives such as NWQI partnerships with NRCS etc.

Start: 10/1/2019**End:** 9/30/2020**Qty:** 1 Meetings**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Activity:** Developed Lands NPS Management

Description: Implement priority programmatic milestones addressing developed lands sources identified in the 2014 Nonpoint Source Management Plan.

Start: 10/1/2013**End:****Lead Person:** LOISELLE, DEBORAH**Deliverable:** 32382 - Alteration of Terrain Rules Changes (LOISELLE, DEBORAH)

Description: Determine whether changes are needed to the Alteration of Terrain (AoT) Rules to improve water quality protection and climate change preparedness through AoT permits. Measures include: 1) decision on whether the 1-hour or 10-hour storms should be addressed in design criteria to prevent erosion from more intense, shorter duration events and 2) decision on the appropriateness of using continuous simulation precipitation modeling, as opposed to event-based modeling, to design stormwater practices.

Start: 10/1/2019**End:** 9/30/2021**Qty:** 2 Decisions**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Deliverable:** 32383 - Antidegradation Implementation (LOISELLE, DEBORAH)

Description: Work with the Land Resources Management Bureau, including the Alteration of Terrain Program and the Shoreland Protection Program to incorporate Antidegradation into program rules.

Start: 10/1/2019**End:** 9/30/2021**Qty:** 1 Recommendations/Suggestions Implemented**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Deliverable:** 32384 - AoT Maintenance Records Report (LOISELLE, DEBORAH)

Description:	Request and review maintenance records from completed AoT permitted projects to determine effectiveness of a general adherence to maintenance conditions.				
Start: 10/1/2019	End: 9/30/2021	Qty: 1 Reports, Final	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/>	% Complete: 0.00
Deliverable: 32387 - Coordinate Activity(s) with Phase II or Other Municipalities (LOISELLE, DEBORAH)					
Description:	Coodinate one activity per year with MS4 and other municipalities to meet water quality goals.				
Start: 10/1/2019	End: 9/30/2021	Qty: 1 Activities	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/>	% Complete: 0.00
Deliverable: 32386 - NH Stormwater Manual Update (LOISELLE, DEBORAH)					
Description:	Update the New hampshire Stormwater Manual, Volumes 1 - 3 to reflect the new science and understanding of stormwater management, system design, installation, and maintenance, as well as regulatory changed.				
Start: 10/1/2019	End: 9/30/2021	Qty: 1 Guidance	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/>	% Complete: 0.00
Deliverable: 32389 - Participate in Phase II Regional Stormwater Coalitions (LOISELLE, DEBORAH)					
Description:	Attend, facilitate, and act as liaison for DES at Phase II Regional Meetings. Present at, coordinate, do agendas, minutes, and attendees correspondence for Seacoast and Nashua/Manchester mtgs. Use these venues as an opportunity to stay in touch with municipal efforts to protect high quality waters and to restore impaired waterbodies and to assist with 319 projects and grantees.				
Start: 10/1/2019	End: 9/30/2021	Qty: 12 Meetings	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/>	% Complete: 0.00
Deliverable: 32390 - Stormwater Utility Outreach (LOISELLE, DEBORAH)					
Description:	END DATE EXTENDED FROM 09/30/2018 NPS Plan Measure: DL-1.2 - Partner with EPA and municipalities to determine the outreach needs of municipal governments on the formation and operation of stormawter utilities as enabled by HB 1581. Utilize results from 2009 319 grant projects on stormwater utility feasibility studies.				
Start: 10/1/2019	End: 9/30/2021	Qty: 1 Efforts	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/>	% Complete: 0.00
Deliverable: 32391 - Update MS4 Coalitions Blog/website (ZINK, KATHERINE)					
Description:	Update meeting information, resources and other information on the NH MS4 Regional Stormwater Coalitions (Seacoast, Manchester, Nashua) Blog/webiste.				
Start: 10/1/2019	End: 9/30/2021	Qty: 20 Updates	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/>	% Complete: 0.00
Activity: Education, Technical Assistance and Outreach					
	Description: Provide outreach to the public regarding watershed assistance programs including following guidelines indicated in the "319 Education and Outreach Plan." Efforts focus on public awareness of nonpoint source pollution, its effects and what can be done, and promoting the NH 319 Grant Program.				
Start: 10/1/2013	End:	Lead Person: MCMILLAN, BARBARA			
Deliverable: 33018 - Assist misc DES staff, nonprofit orgs and communities in NPS related outreach or education efforts (MCMILLAN, BARBARA)					
Description:	Respond to reasonable amounts of requests from DES staff, nonprofit organizations, schools and communities to participate in events and trainings, technical assistance, providng and coordinating resources. Could include, but not limited to: Enviroscape and display coordination and demonstrations, Envirothon assistance, resource and document mailings, water festivals, Wild NH Festival, school demonstrations, etc.				
Start: 10/1/2019	End: 9/30/2020	Qty: 4 Efforts	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/>	% Complete: 0.00
Deliverable: 33019 - EPA tours and Roundtables or other grantee events (MCMILLAN, BARBARA)					
Description:	Coordinate and facilitate roundtable or other grantee related event and/or tour of selected 319 sites for past, present, and future grantees, EPA 319 related staff, and appropriate DES staff. This will be a biennial roundtable or grantee related event and will include planning for the next year. The tour may just include EPA staff if more applicable. (may apply to Measure P-1.1a?				

Start: 10/1/2019	End: 9/30/2020	Qty: 1 Events	Auto Calc: X	Completed:	% Complete: 0.00
Deliverable: 32282 - Maintain NH Watershed Protection and Restoration Forum Blog (ZINK, KATHERINE)					
Description: Add posts to and update information on the NH Watershed Protection and Restoration Forum Blog. Monitor and accept comments.					
Start: 10/1/2019	End: 9/30/2021	Qty: 20 Updates	Auto Calc: X	Completed:	% Complete: 0.00
Deliverable: 32283 - Modify and Update Watershed Assistance Program Webpage (ZINK, KATHERINE)					
Description: Quarterly check and update of the webpage and add new information and documents as needed or requested. Include stormwater page in this also.					
Start: 10/1/2019	End: 9/30/2021	Qty: 5 Updates	Auto Calc: X	Completed:	% Complete: 0.00
Deliverable: 33020 - Participate in the DES Website Advisory Board meetings and efforts (MCMILLAN, BARBARA)					
Description: Attend the DES Website Advisory Board monthly meetings and follow-up on tasks associated with WAS webpage updates and changes to promote the WAS programs					
Start: 10/1/2019	End: 9/30/2020	Qty: 1 Efforts	Auto Calc: X	Completed:	% Complete: 0.00
Deliverable: 32284 - Promote 319 Grant RFP through press releases, blog posts, workshop, websites, or display (ZINK, KATHERINE)					
Description: Take advantage of at least two marketing methods to promote the release of the yearly Watershed Assistance 319 Grants RFP.					
Start: 10/1/2019	End: 9/30/2021	Qty: 2 Methods	Auto Calc: X	Completed:	% Complete: 0.00
Deliverable: 32285 - Provide press releases, presentation, website or blog posts, and display content for grant projects (ZINK, KATHERINE)					
Description: Using newsletters, blogs, press releases, presentations, etc., promote selected grant projects and NHDES partnerships with grantees.					
Start: 10/1/2019	End: 9/30/2021	Qty: 1 Promotional Items	Auto Calc: X	Completed:	% Complete: 0.00
Deliverable: 33021 - Respond to Inquiries (MCMILLAN, BARBARA)					
Description: Respond to inquiries relating to water quality issues requiring 319 program outreach expertise. Incudes phone calls coming in from constituents and partners. (mostly just do the more time consuming ones. Topics include but are not limited to: - past, present, and future 319 grant activities and resources information and material requests. - other DES staff water quality related questions for referrals. - specific DES or partner project information etc., - state and federal permit information, and - assistance to EPA on DES or NH specific information.					
Start: 10/1/2019	End: 9/30/2020	Qty: 4 Responses	Auto Calc: X	Completed:	% Complete: 0.00
Deliverable: 32392 - Stormwater Outreach and Technical Assistance (LOISELLE, DEBORAH)					
Description: POSITION FILLED IN MAY 2018. RE-EVALUATION OF PLAN WILL TAKE PLACE IN FY 2019. Provide recommendations, guidance, and technical assistance to DES and organizations outside of DES, municipalities, and the general public on stormwater and stormwater management, including homeowner best management practices, e.g. Soak up the Rain, the NH Residential Loading Model, presentations and other requested assistance.					
Start: 10/1/2019	End: 9/30/2021	Qty: 2 Assistances Provided	Auto Calc: X	Completed:	% Complete: 0.00
Activity: Evaluating phosphorus and nitrogen reduction credits for leaf litter collection programs					
Description: This project will utilize an expert panel process to evaluate current pollutant load crediting methods for leaf litter collection programs to determine if adjustments/improvements can be made in the estimated load reduction numbers.					
Start: 7/1/2019	End: 9/30/2021	Lead Person: SOULE, SALLY			
Deliverable: 32246 - Convene leaf litter expert panel process to review and develop program credits (SOULE, SALLY)					

Description:	Panel will review scientific literature, meet to discuss crediting scenarios for leaf litter collection programs, and will agree on methodology for crediting NH programs				
Start: 7/1/2019	End: 5/1/2021	Qty: 4 Meetings	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/>	% Complete: 25.00
Deliverable: 32240 - Find funding for and create expert panel for leaf litter review (SOULE, SALLY)					
Description:	Find funding for expert panel process and identify panel members.				
Start: 7/1/2019	End: 5/31/2021	Qty: 1 Advisory Panels	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/>	% Complete: 20.00
Activity: GRTS and NPS Data Management					
Description:	FY2014 Activity moved from Watershed Data Management Program. Grants in the database include 319 Base, 319 Incremental, 604(b), REPP, and possibly others. GRTS is EPAs database that DES is required to populate with grant project information. NPS Grants and GRTS databases are used to track and report on project related data including, project results, financial management and documentation, load reductions and water quality goals, progress toward task completion, etc.				
Start: 10/1/2013	End:	Lead Person: ZINK, KATHERINE			
Deliverable: 32280 - Grant Projects Entered into GRTS (ZINK, KATHERINE)					
Description:	Work with grantees and project managers to obtain modeling results and/or other data necessary to quantify pollutant loads and load reductions resulting from projects. Enter all 319 Incremental and Base dollars and mandatory data elements into GRTS within 90 days of receipt of the grant, and make updates on an ongoing basis and verify final data for use by EPA on or before February 15th. Data entry into GRTS requires verifying and entering information provided in new project applications, and updating that project data and information on an ongoing basis as projects progress.				
Start: 10/1/2019	End: 9/30/2021	Qty: 100 Percent	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/>	% Complete: 0.00
Deliverable: 32281 - Maintain NPS Grants Database (ZINK, KATHERINE)					
Description:	Maintain and update the NPS Grants Database by identifying and verifying project information including load reductions, progress toward achieving goals, major milestones, financial tracking, task completion, etc. The data is necessary for use in compiling annual reports for EPA and other stakeholders as well as input to GRTS to meet EPA reporting requirements.				
Start: 10/1/2019	End: 9/30/2021	Qty: 100 Percent	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/>	% Complete: 0.00
Activity: Landscape & Turf Management (L) Goal					
Description:	Implement priority programmatic milestones addressing that turf management and landscaping practices to not run off or leach to surface or groundwater as identified in the 2014 NPS Management Plan.				
Start: 10/1/2014	End:	Lead Person: 16799 - ENVIRONMENTAL PROGRAM MGR			
Deliverable: 33023 - Post fertilizer relevant information on the Watershed Managers blog (UNASSIGNED)					
Description:	Provide updates relevant to information and projects related to fertilizer and landscaping practices that do not degrade water quality.				
Start: 10/1/2019	End: 9/30/2020	Qty: 2 Postings	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/>	% Complete: 0.00
Activity: Nonpoint Source Management Plan					
Description:	Develop/update the NH Nonpoint Source Management Plan (originally published by NHDES in 1999) as needed to meet the EPA requirements and to efficiently and effectively reflect and guide the NHDES Nonpoint Source Management Program.				
Start: 3/6/2012	End:	Lead Person: LANDRY, STEPHEN			

Deliverable: 30580 - NPS Management Plan Annual Report - 2018 (WASKIN, WENDY)

Description: END DATE EXTENDED FROM 9/30/2019. Utilizing information from the NPS Management Plan and other sources, create an annual Nonpoint Source Program Report. The Program Report will provide a summary of progress in meeting the milestones identified in NHs Nonpoint Source Management Program Plan.

Start: 1/1/2019 **End:** 10/9/2019 **Qty:** 1 Reports, Final **Auto Calc:** ☒ **Completed:** ☒ **% Complete:** 100.00

Deliverable: 32567 - NPS Management Plan Annual Report - 2019 (WASKIN, WENDY)

Description: Utilizing information from the NPS Management Plan and other sources, create an annual Nonpoint Source Program Report. The Program Report will provide a summary of progress in meeting the milestones identified in NHs Nonpoint Source Management Program Plan.

Start: 10/1/2019 **End:** 9/30/2020 **Qty:** 1 Reports, Final **Auto Calc:** ☒ **Completed:** ☐ **% Complete:** 0.00

Deliverable: 33035 - NPS Management Program Plan Update for 2025-2029 (LANDRY, STEPHEN)

Description: The NH NPS Management Program Plan is updated every five years to reflect program changes and success toward meeting NPS Program goals. The completed NPS Management Program Plan update for years 2025 - 2029 will be approved by EPA prior to October 1, 2028.

Start: 10/1/2019 **End:** 9/30/2024 **Qty:** 1 Plans, Management **Auto Calc:** ☒ **Completed:** ☐ **% Complete:** 0.00

Deliverable: 25598 - NPS Plan Progress Evaluation (LANDRY, STEPHEN)

Description: Internal evaluations. Utilizing annual reports review and evaluate progress toward completing annual milestones and plan objectives at the end of each calendar year included in the NPS Plan. See also Section 319 Grants Management and Results Reporting for Section 319 grants annual progress reporting.

Start: 10/1/2019 **End:** 9/30/2024 **Qty:** 5 Evaluations **Auto Calc:** ☒ **Completed:** ☐ **% Complete:** 80.00

Deliverable: 32393 - NPS Priority Area Biennial Update (LOISELLE, DEBORAH)

Description: Work with the DES Water Quality Section to update the priority restoration and protection lists used to prioritize the work of the NPS program as a result of biennial updates to NHs Surface Water Quality Assessment Data. Surface Water Quality Reports are completed every two years by DES Water Quality Section and submitted to EPA for approval.

Start: 10/1/2019 **End:** 9/30/2021 **Qty:** 1 Updates **Auto Calc:** ☒ **Completed:** ☐ **% Complete:** 0.00

Activity: NPS Investigations

Description: Formerly Watershed Investigations Program

Start: 10/1/2013 **End:** **Lead Person:** LIVINGSTON, ROBERT

Deliverable: 33049 - New Complaints Investigated (LIVINGSTON, ROBERT)

Description: Snow dumping and miscellaneous NPS complaints are occasionally investigated by Watershed Assistance Section staff. Activities will be reported on the Water Quality Section complaint database and/or referred to the appropriate DES enforcement personnel.

Start: 10/1/2019 **End:** 9/30/2020 **Qty:** 12 Investigations **Auto Calc:** ☒ **Completed:** ☐ **% Complete:** 0.00

Deliverable: 33051 - Shellfish Program followup Investigations (LIVINGSTON, ROBERT)

Description: The Shellfish program finds bacterial WQ violations in shellfish waters, they forward the WQ violation for investigation to find the source of pollution, Watershed surveys and sampling are conducted to find the source along with working with municipality officials to track down and eliminate the sources.

Start: 10/1/2019 **End:** 9/30/2020 **Qty:** 6 Investigations **Auto Calc:** ☒ **Completed:** ☐ **% Complete:** 0.00

Activity: NPS Partnerships and Coordination

Description: Regional and national NPS meetings present opportunities to collaborate with state and federal partners. Collaboration with intrastate partners occurs through interagency committees and development and implementation of memoranda of agreement.

Start: 10/1/2013	End:	Lead Person: LANDRY, STEPHEN			
Deliverable: 33022 - Attend NROC quarterly mtgs and additional project planning mtgs (MCMILLAN, BARBARA)					
Description: NROC (Natural Resource Outreach Coalition) Working collaboratively with the NHEP, UNH Cooperative Extension, NH Coastal Program, Great Bay National Estuary Research Reserve and Regional Planning Commissions and others to provide education and technical assistance to communities in the Seacoast watershed on Natural Resource Based Planning to better manage growth and protect important natural resources.					
Start: 10/1/2019	End: 9/30/2020	Qty: 4 Meetings	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/>	% Complete: 0.00
Deliverable: 32568 - Attend Regional and National NPS Meetings (LANDRY, STEPHEN)					
Description: State NPS Coordinators are expected to attend the annual NEIWPCC NPS Meeting, held in the states on a rotating basis each April or May. EPA also requires attendance at national meetings when scheduled.					
Start: 10/1/2019	End: 9/30/2020	Qty: 2 Meetings	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/>	% Complete: 0.00
Deliverable: 33047 - Represent the NHDES NPS Program on the NH Stream Crossing Steering Team (LANDRY, STEPHEN)					
Description: Participate on the NH Stream Crossing Steering Team as a representative of the NH NPS Program to assist with development and implementation of protocols for assessing stream crossings, providing technical assistance to partners that are interested in conducting or being trained in assessment protocols, and initiating policy and rules development relative to stream and river crossings.					
Start: 10/1/2019	End: 9/30/2020	Qty: 2 Meetings	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/>	% Complete: 0.00
Deliverable: 30988 - TMDL Vision Collaboration (LANDRY, STEPHEN)					
Description: Align priority watersheds with the TMDL program. Collaboration should include 1) TMDL program uses the watershed priority list to identify priority watersheds for TMDL development and 2) Watersheds with TMDLs are priorities for watershed based plan development. Measures of success includes an updated list of TMDL priority watersheds and a list of priority Watershed Based Plan areas. Additional measures will be completed watershed-based plans within these identified watersheds.					
Start: 10/1/2018	End: 9/30/2020	Qty: 2 Lists	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input checked="" type="checkbox"/>	% Complete: 100.00
Activity: Quality Assurance for NPS Program at DES					
Description: FFY 2014 moved from WSPROT and WSREST programs. All 319 projects using or generating environmental data must develop a quality assurance project plan (QAPP) or a site specific project plan (SSPP), depending on the project type. All QA documents must be reviewed, managed, and tracked in accordance with the DES Quality Assurance Program and the federal requirements for section 319 funds.					
Start: 10/1/2013	End:	Lead Person: LANDRY, STEPHEN			
Deliverable: 30994 - Annual Quality Assurance System Self-Audit (LANDRY, STEPHEN)					
Description: Complete Audit Form and Memo					
Start: 10/1/2018	End: 9/30/2020	Qty: 1 Self-Assessments	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input checked="" type="checkbox"/>	% Complete: 100.00
Deliverable: 33046 - NPS Programmatic QAPP (LANDRY, STEPHEN)					
Description: The NPS Management Program (Watershed Assistance Section) maintains a Programmatic Quality Assurance Project Plan (QAPP) that governs the watershed-based plan development and implementation activities of grantees. The Programmatic QAPP allows most grantees to only need to develop Site Specific Project Plans. The Programmatic QAPP for the NPS Program is updated every 5 years and submitted to EPA Region 1 for approval.					
Start: 10/1/2019	End: 9/30/2020	Qty: 1 QAPPs (Quality Assurance Program Plan)	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/>	% Complete: 0.00
Activity: Salt Applicators Certification Program					

Description: Facilitate and track new salt applications. Prepare individual salt applicator certificates as necessary. Keep electronic and paper copies. Assist with the application process. Assist with annual Salt Symposium planning and facilitation, promote Green SnowPro Program through social media and other venues/platforms, and participate with rule review and rule-making relative to certification program.					
Start: 11/1/2013	End:	Lead Person: AVERY, CHRISTOPHER			
Deliverable: 32666 - Quantify Salt Loading for Private Parking Lots (AVERY, CHRISTOPHER)					
Description:					
Start: 1/1/2020	End: 12/31/2020	Qty: 1 Reports, Final	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/>	% Complete: 0.00
Deliverable: 31011 - Quantify Salt Loading for Private Parking Lots (AVERY, CHRISTOPHER)					
Description:					
Start: 1/1/2019	End: 12/31/2019	Qty: 1 Reports, Final	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input checked="" type="checkbox"/>	% Complete: 100.00
Deliverable: 32667 - Reporting Reminders Sent to Salt Applicators (AVERY, CHRISTOPHER)					
Description:	Email, phone, and hard copy reminders issued to salt applicators relative to training, deadlines, renewals, announcements, and of course reporting reminders essential to maintaining their certification.				
Start: 10/1/2019	End: 9/30/2020	Qty: 4 Reminders	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/>	% Complete: 0.00
Deliverable: 32668 - Salt Applicator Certifications Processed (AVERY, CHRISTOPHER)					
Description:	This tracks new certifications issued along with re-certifications processed by the annual expiration date for all certificates of June30th.				
Start: 10/1/2019	End: 9/30/2020	Qty: 250 Certifications	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/>	% Complete: 0.00
Activity: Salt Reduction Program					
Description: Develop and implement salt reduction BMPs. Track salt loading and water quality trends over time. Develop and implement watershed-based plans in chloride-impaired watersheds. For 2015, deliverables moved under other activities. Create enabling legislation and rules to be adopted into statute to implement the voluntary commercial and municipal salt applicator program (Green SnowPro).					
Start: 7/1/2013	End:	Lead Person: LANDRY, STEPHEN			
Deliverable: 33041 - Establish a voluntary municipal salt applicator program. (LANDRY, STEPHEN)					
Description:	Create enabling legislation and rules to implement the voluntary municipal salt applicator program (Green SnowPro). NPS Management Program Plan Objective C-5.				
Start: 10/1/2019	End: 9/30/2022	Qty: 2 Rules	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/>	% Complete: 0.00
Activity: Section 319 Grants Management and Results Reporting					
Description: Includes annual progress reports on grants and annual program report.					
Start: 10/1/2013	End:	Lead Person: WASKIN, WENDY			
Deliverable: 32570 - 319 Categorical Grant Application (WASKIN, WENDY)					
Description:	Prepare Section 319 categorical grant application and amendments. 2-year for FY18 and FY19				
Start: 10/1/2019	End: 9/30/2021	Qty: 2 Applications, Grants	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/>	% Complete: 0.00
Deliverable: 32572 - Accounting Review (WASKIN, WENDY)					
Description:	Review and reconcile expense reports and balances for 7602A and 2035 accounts. Minimum Quarterly reviews.				

Start: 10/1/2019	End: 9/30/2020	Qty: 4 Reviews	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/>	% Complete: 25.00
Deliverable: 32574 - Annual Grant Progress Report to EPA (WASKIN, WENDY)					
Description: In accordance with 40 CFR 31.40 and 319 Grant Agreement Terms and Conditions submit an annual progress report to EPA covering work status and identifying any problems if applicable. There will be one consolidated report due at the end of the first quarter of the FFY, unless the current grant conditions have a different deadline.					
Start: 10/1/2019	End: 9/30/2020	Qty: 1 Reports, Final	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/>	% Complete: 0.00
Deliverable: 28201 - Develop a Process to Identify Potential Candidates for EPA Success Stories (ZINK, KATHERINE)					
Description: Develop process to review in-progress and recently completed projects to determine potential candidates for EPA Success Stories.					
Start: 1/1/2015	End: 12/31/2019	Qty: 1 Processes	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input checked="" type="checkbox"/>	% Complete: 12500.00
Deliverable: 32576 - Submit Annual MBE WBE reports (WASKIN, WENDY)					
Description: Total procurements and MBE WBE procurements from NHDES and subgrantees are calculated and reported.					
Start: 10/1/2019	End: 12/31/2019	Qty: 3 Reports, Final	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input checked="" type="checkbox"/>	% Complete: 100.00
Deliverable: 32290 - Success Stories Created (ZINK, KATHERINE)					
Description: Success Stories: Submit to EPA success stories for waterbodies that have been fully or partially delisted in previous years, and/or that show improvement in water quality or demonstrate ecological restoration (WQ-10). To do this, identify water bodies that were recently partially or fully delisted or that demonstrate water quality or habitat improvement, and investigate whether local, state, federal or private NPS mitigation occurred that might make these waterbodies a candidate for a NPS Success Story. Using EPAs guidance (http://water.epa.gov/polwaste/nps/success319/info.cfm#cat1), prepare and submit to EPA a success story for all candidate water bodies by June 1st. See http://water.epa.gov/polwaste/nps/success319/ for examples of success stories and other information.					
Start: 10/1/2019	End: 9/30/2021	Qty: 1 Success Stories	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/>	% Complete: 0.00
Deliverable: 33045 - Watershed-based Plan and Alternative Watershed-based Plan Review by EPA (LANDRY, STEPHEN)					
Description: One nine-element (a-i) watershed-based plan will be submitted annually to EPA Region 1 for review. All alternative watershed-based plans will be submitted to EPA Region 1 for review and approval.					
Start: 10/1/2019	End: 9/30/2020	Qty: 1 Submittals	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/>	% Complete: 0.00
Activity: Section 319 Subgrants Proposal Development and Awards					
Description: Develop Request for Proposals. Work with municipalities, NGOs, watershed and lake associations, River Local Advisory Committees, other state agencies, and stakeholder groups to conceptualize, scope out, and draft watershed protection and restoration planning and implementation project proposals for consideration by DES. Assistance is provided by Watershed Supervisors throughout the pre-proposal and full proposal process.					
Start: 10/1/2012	End:	Lead Person: LANDRY, STEPHEN			
Deliverable: 32286 - Assist in the Identification and Development of Grant Proposals (ZINK, KATHERINE)					
Description: Includes identifying potential projects and assisting future subgrantees to conceptualize, scope out, and draft pre- and full proposals for consideration by NHDES for Section 319 funding. One proposal will include both the pre-proposal and full-proposal (if applicable)					
Start: 10/1/2019	End: 9/30/2021	Qty: 6 Proposals	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/>	% Complete: 0.00
Deliverable: 32287 - Close Out 319 Sub-Recipient Grants/Contracts (ZINK, KATHERINE)					

Description:		Track the project expiration dates for each grant and notify grantees four months in advance that their grants are due to expire. Assist grantees with required reporting. Properly close out completed projects and expiring grants by making sure all deliverables have been submitted, including proper financial and match documentation, load reduction documentation, and electronic copies of all deliverables. Maintain all information in the NPS database and update GRTS with project close-out information. Forward outstanding products to the DES WAS Outreach coordinator for potential development as web site success stories. Catalog final reports in hard copy and electronic form.			
Start: 10/1/2019	End: 9/30/2021	Qty: 10 Contracts	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/>	% Complete: 0.00
Deliverable: 33042 - Develop and Issue Request for Proposals (RFP) (LANDRY, STEPHEN)					
Description:		A Request for Pre-Proposals (RFP) for Watershed Assistance Grant funding is developed in the spring of each year, issued in the early summer with pre-proposals due in late summer. Full Proposals are typically due in the winter for Section 319 NPS funding consideration.			
Start: 10/1/2019	End: 9/30/2020	Qty: 1 RFPs (Requests for Proposals)	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/>	% Complete: 0.00
Deliverable: 32288 - Grant Agreements Developed and Approved (ZINK, KATHERINE)					
Description:		Draft grant agreements. Work with grantees to have agreements signed and accepted by the States review and approval process.			
Start: 10/1/2019	End: 9/30/2021	Qty: 10 Contracts	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/>	% Complete: 0.00
Activity: Soak up the Rain NH					
Description:		The purpose of Soak up the Rain NH is to achieve voluntary reductions in stormwater runoff volume and pollution from private properties in NH through a coordinated, statewide stormwater outreach and local capacity building campaign. This program will develop and coordinate stormwater outreach messaging and materials and provide support for local capacity, including training opportunities and web resources.			
Start: 7/1/2012	End:	Lead Person: LOISELLE, DEBORAH			
Deliverable: 33029 - Soak up the Rain BMPs (LOOSIGIAN, LISA)					
Description:		Installation of SOAK BMPs in watersheds without an approved watershed based plan.			
Start: 10/1/2019	End: 9/30/2020	Qty: 1 BMPs (Best Management Practices)	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/>	% Complete: 0.00
Deliverable: 32205 - Soak Up the Rain Local Partnerships (LOOSIGIAN, LISA)					
Description:		Work with local organizations and other partners to expand the SOAKNH program into communities that do not currently participate. Obtain commitment from a local organization to work with SOAKNH to build capacity to assess sites and to design and install small-scale BMPs.			
Start: 10/1/2019	End: 9/30/2020	Qty: 1 Partnerships	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/>	% Complete: 0.00
Deliverable: 32206 - Soak Up the Rain Outreach, Education & Training (LOOSIGIAN, LISA)					
Description:		Outreach, education and training events in watersheds where no approved watershed based plan exists to promote Soak Up the Rain.			
Start: 10/1/2019	End: 9/30/2020	Qty: 2 Events	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/>	% Complete: 0.00
Deliverable: 32207 - Soak Up the Rain Resources and Website Management (LOOSIGIAN, LISA)					
Description:		Maintain, update, and develop website and new outreach materials as needed to keep the program resources current. Program materials, website, and Facebook page will be updated as needed. Target: weekly Facebook posts and quarterly review of materials and website.			
Start: 10/1/2019	End: 9/30/2020	Qty: 60 Updates	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/>	% Complete: 0.00

Program: OTHER FUNDED NONPOINT SOURCE PROJECTS AND ACTIVITIES**Description:** Will include leveraged funding for NPS activities. May be supported by 319 funded staff related to general program work.**Start:** 7/1/2013**End:****Activity:** 604(b) Water Quality Planning Grants**Description:** About \$60,000 is available annually for regional water quality planning projects. Issue an annual RFP to solicit projects that meet Clean Water Act guidelines for these funds. Prior to FY14 under NPSMGT Program.**Start:** 10/1/2013**End:****Lead Person:** LANDRY, STEPHEN**Deliverable:** 31731 - Country Pond Watershed Plan (SOULE, SALLY)**Description:** Work with Rockingham Planning Commission to develop an a - i/MS4 crosswalked plan for Country Pond. Plan will identify phosphorus inputs to the pond and provide recommendations for actions to reduce phosphorus loading.**Start:** 5/29/2019**End:** 12/31/2020**Qty:** 1 Plans**Auto Calc:** ☒**Completed:** ☐**% Complete:** 25.00**Deliverable:** 33043 - Develop and Track 2020-2021 Projects (LANDRY, STEPHEN)**Description:** Issue a biennial RFP to the 9 regional planning agencies and the Connecticut River Joint Commissions for water quality planning services as described in Section 604(b) of the Clean Water Act. RFP is issued in the summer with projects selected in winter. Approximately \$60,000 available and typically only one project is approved for funding.**Start:** 10/1/2019**End:** 9/30/2021**Qty:** 1 Grants**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Deliverable:** 29065 - W-16-C-03 Powwow Watershed Planning and Capacity Building (SOULE, SALLY)**Description:** Build capacity in the watershed for developing and implementing a watershed based plan: identify NPS hot spots, evaluate septic system risk, build project advisory team through community outreach and education; end date extended to 12/31/2019**Start:** 4/5/2017**End:** 12/31/2019**Qty:** 3 Plans**Auto Calc:** ☒**Completed:** ☐**% Complete:** 91.33**Activity:** Implement chloride TMDLs in 4 impaired watersheds in the I-93 corridor**Description:** (07/01/2013 moved from Watershed Restoration program) In 2007 DES completed draft chloride TMDLs in four watersheds in the I-93 corridor: Beaver Brook, Policy Brook, Dinsmore Brook, and the North Tributary to Canobie Lake. While we are awaiting EPA approval of the TMDLs, a Salt Reduction Work Group has been formed to develop implementation plans to bring the impaired waters into compliance with water quality standards.**Start:** 10/1/2008**End:****Lead Person:** LANDRY, STEPHEN**Deliverable:** 32669 - Outreach for the UNH Green SnowPro Program (AVERY, CHRISTOPHER)**Description:** Manage Green SnowPro Facebook page, update NHDES Green SnowPro website and listing of Certified Applicators, and oversee UNH T2 website and other promotion of classes, and utilize other outreach methods to increase awareness and participation in the UNH Green SnowPro Program with municipal and private winter maintenance contractors.**Start:** 10/1/2019**End:** 9/30/2020**Qty:** 2 Methods**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Activity:** State Revolving Loan Funds (SRF) for NPS Projects**Description:** In 2009 the SRF program started allowing stormwater projects to be eligible for loan funds. Prior to FY'14 Activity was under WSREST. Planning funds provided through SRF loans to communities will be utilized for the development of Watershed-based Plans under the SRF Planning category.**Start:** 10/1/2013**End:****Lead Person:** LANDRY, STEPHEN**Deliverable:** 33044 - Partridge Lake, Littleton - Watershed-based Plan Development with SRF Loan (LANDRY, STEPHEN)

Description:		The Town of Littleton has been selected to receive an SRF Planning Loan in the amount of \$75,000 to develop a watershed-based plan for Partridge Lake. Steve Landry will be the NPS Project Manager and receive SRF assistance and guidance from Deb Loiselle and Katie Zink.					
Start: 10/1/2019	End: 9/30/2023	Qty: 1 Plans, Management	Auto Calc:	<input checked="" type="checkbox"/>	Completed:	<input type="checkbox"/>	% Complete: 0.00
Deliverable: 31616 - SRF-18-C-01 Hot Spot Mapping: nutrient pollution planning for UNH and Great Bay Communities (SOULE, SALLY)							
Description:		END DATE EXTENDED FROM 12/31/2019. This project will develop tools to help communities develop cost effective, practical stormwater management approaches. Three management tools will be developed: 1.)pollutant hot spot maps for 42 coastal towns, 2.) nitrogen source identification report templates will be created for municipal use, and 3.) at least 3 technical assistance workshops will be provided to a. help towns use the maps to optimize NPS management activities, and b. populate the nitrogen report template to report and quantify the benefits of NPS management.					
Start: 1/1/2019	End: 12/31/2020	Qty: 3 Management Tools	Auto Calc:	<input checked="" type="checkbox"/>	Completed:	<input type="checkbox"/>	% Complete: 53.67
Deliverable: 32291 - Technical Assistance for NPS SRF Loan Applications (ZINK, KATHERINE)							
Description:		Make municipalities and watershed organizations aware that stormwater projects are now eligible for assistance through the SRF loan program. Provide assistance to the SRF program in reviewing and administering NPS SRF loan applications. At least \$2 million annual in SRF loans available for stormwater and NPS projects.					
Start: 10/1/2019	End: 9/30/2021	Qty: 3 Applications, Loans	Auto Calc:	<input checked="" type="checkbox"/>	Completed:	<input type="checkbox"/>	% Complete: 0.00
Activity: Suncook River Infrastructure Protection Project							
Description:		July 2013 moved from WSREST/Stream and River Morphology Projects					
Start: 10/1/2011	End:	Lead Person: LANDRY, STEPHEN					
Deliverable: 25266 - Suncook River and Leighton Brook Construction Project (LANDRY, STEPHEN)							
Description:		The Suncook River and Leighton Brook Stabilization Projects completed their construction phases in 2019 and 2015 respectively. Due to the lack of underlying, natural, geology in the form of bedrock throughout the project areas, the construction oversight and long-term monitoring/assessment contract with Inter-fluve Inc. and the construction services contract with FLM have been extended through 2023. This will allow both firms to react to any sink holes, bank instabilities, or other project area emergencies that may arise through 2023.					
Start: 1/1/2015	End: 12/31/2023	Qty: 2 Projects	Auto Calc:	<input checked="" type="checkbox"/>	Completed:	<input type="checkbox"/>	% Complete: 92.50

Program: PERMIT EVALUATIONS

Description: Evaluate and recommend action on pesticide permits; provide technical assistance and review monitoring results for NPDES thermal discharges; administer the 401 Water Quality Certification (WQC) program which includes developing rules, processing applications, issuing 401 WQCs and technical assistance; provide technical assistance for the development of Groundwater Discharge Permits and water withdrawal requests that may impact surface waters; provide technical assistance for the development of NPDES permits including individual permits for WWTFs and general remediation permits; provide technical assistance for the NPDES General Stormwater Permits (MS4 and CGP) including review of pollutant loading analyses; and provide technical assistance for Alteration of Terrain Permits (i.e., Site Specific Permits).

Start: 10/1/1999**End:****Activity:** 401 Certification Implementation

Description: Review the products prescribed in the conditions of any issued 401 Water Quality Certifications. These products include, but are not limited to environmental monitoring data and reports.

Start: 10/1/2001**End:****Lead Person:** COMSTOCK, W. GREGG**Deliverable:** 32610 - 401Imp (FY20): Review data and reports required per conditions of 401 Water Quality Certifications. (COMSTOCK, W. GREGG)

Description: Follow-up on 401 Certifications that include conditions, such as for water quality monitoring plans, BMP maintenance plans, operations plans, etc. [Note: Outputs may represent multiple reviews of the same topic. For example, if a 401 Certification contains a provision for a water quality monitoring plan, the plan may be reviewed several times over one or two FY Quarters before being approved. Thus, a separate review will be counted each time a plan is reviewed.

Start: 10/1/2019**End:** 9/30/2020**Qty:** 5 Reviews**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Activity:** 401 Certification Processing

Description: Review 401 Certification applications, provide technical assistance to applicants, and write 401 Certifications or 401 Certification denials, based on whether the proposed activity will meet surface water quality standards. The number of 401 Certification applications reviewed and issued/denied depends on number of complete applications received. Includes time spent on updating the 401 Certification web page and 401 GIS coverage relative to the 401 Certification issued.

Start: 10/1/2001**End:****Lead Person:** COMSTOCK, W. GREGG**Deliverable:** 32611 - FY20 401Proc 401 Application Reviews (COMSTOCK, W. GREGG)

Description: Review 401 Certification and non 401 certification (per RSA 485-A:12,IV) applications and request additional information necessary to complete the application and support DES decision on 401 Certification or non 401 certification issuance or denial. This includes technical assistance provided to applicants relative to information needs to support the application.

Start: 10/1/2019**End:** 9/30/2020**Qty:** 5 Applications**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Deliverable:** 32615 - FY20 401Proc Review of Projects Not Requiring 401 Certification (COMSTOCK, W. GREGG)

Description: Review of projects that don't require issuance of a 401 Certification (or non 401 certifications per RSA 485-A:12, IV) because of policy, and/or because conditions necessary to protect water quality are included in another enforceable permit such as an Alteration of Terrain or Wetlands Permit.

Start: 10/1/2019**End:** 9/30/2020**Qty:** 10 Projects**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Deliverable:** 32614 - FY20 401Proc WQCs Issued FFY20 (UNASSIGNED)

Description: FY20 and FY21 EPA P&C Item 30, 39. This deliverable tracks the number of 401 water quality certifications (WQCs) and non 401 certifications per RSA 485-A:12,IV (including modifications to WQCs).

Start: 10/1/2019**End:** 9/30/2020**Qty:** 2 Certifications**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00

Activity: LIHI - Low Impact Hydro Institute Certifications**Description:** Processing of applications for LIHI certification of hydroelectric facilities.**Start:** 10/1/2013**End:****Lead Person:** WALSH, EDWARD**Deliverable:** 32715 - LIHI Low Impact Hydro Inst Reviews (FY 20) (WALSH, EDWARD)**Description:** Processing of applications for LIHI certification of hydroelectric facilities. Review includes providing monitoring recommendations, site visits, processing of laboratory samples, assistance with dataloggers, processing of water quality data, and recommendation to LIHI on potential certification**Start:** 10/1/2019**End:** 9/30/2020**Qty:** 5 Reviews**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Activity:** NPDES WWTF Permit Reviews**Description:** Review NPDES WWTF permits for compliance with water quality standards and assist with development of methods to determine effluent limits. Number of permits is contingent upon the number of draft permits issued by the EPA and the Permits Section of the DES Wastewater Engineering Bureau.**Start:** 10/1/2001**End:****Lead Person:** COMSTOCK, W. GREGG**Deliverable:** 32618 - FY20 NPDESWWTF: Permit Reviews (COMSTOCK, W. GREGG)**Description:** Provide general technical assistance such as review of draft NPDES permits issued for WWTFs**Start:** 10/1/2019**End:** 9/30/2020**Qty:** 3 Assistances Provided**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00

Program: POOL AND SPA INSPECTIONS RSA 485-A:26

Description: The Public Bathing Facility ("PBF") program reviews design applications and issues permits for all PBFs, including swimming pools, spas, wading pools, therapy pools, and special recreation pools. The PBF program also conducts an extensive inspection program. The inspection program is designed to help establishments such as hotels, motels, water parks, campgrounds, health clubs, schools, municipalities, and condominiums comply with applicable PBF requirements, so as to protect the health and safety of the patrons that use New Hampshire's PBFs. The PBF program offers technical assistance on an as-needed basis to the public, pool installers, municipalities, owners, and operators.

Start: 1/1/1996**End:****Activity:** Complaints

Description: The PBF program investigates complaints received from the general public, health officers, or other town officials.

Start: 10/1/1996**End:****Lead Person:** WILSON, RICHARD**Deliverable:** 33069 - EXISTING COMPLAINTS CLOSED (WILSON, RICHARD)

Description: Identify all existing complaints that have been closed

Start: 10/1/2019**End:** 9/30/2020**Qty:** 10 Resolutions**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Deliverable:** 33072 - NEW COMPLAINTS INVESTIGATED (WILSON, RICHARD)

Description: Identify new complaints that have been investigated

Start: 10/1/2019**End:** 9/30/2020**Qty:** 10 Investigations**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Activity:** Education and Outreach

Description: Fact sheets, white pages, web page development or presentations given to disseminate important information relating to the PBP Program

Start: 10/1/2001**End:****Lead Person:** WILSON, RICHARD**Deliverable:** 33070 - Annual Newsletter (WILSON, RICHARD)

Description: Annual newsletter to all pool operators and pool builders

Start: 10/1/2019**End:** 9/30/2020**Qty:** 1 Newsletters**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Deliverable:** 33071 - Pool Website Development (WILSON, RICHARD)

Description: Enhance website content
End date extended from end date 9/30/2010

Start: 10/1/2019**End:** 9/30/2020**Qty:** 1 Web Pages**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Activity:** Enforcement

Description: Enforcement actions are initiated if Public Bathing Facilities are not in compliance with Env-Wq 1100 and or if they continue to not be in compliance.

Start: 10/1/1996**End:****Lead Person:** WILSON, RICHARD**Deliverable:** 33073 - Administrative Fines (WILSON, RICHARD)

Description: An establishment is issued an administrative fine for violations with RSA 485-A:26 and/or Env-Wq 1100.

Start: 10/1/2019**End:** 9/30/2020**Qty:** 1 Notifications**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Deliverable:** 33074 - Administrative Order (WILSON, RICHARD)

Description:		An Administrative Order is issued if violations of RSA 485-A:26 and/or Env-Wq 1100 continue to exists.			
Start: 10/1/2019	End: 9/30/2020	Qty: 1 Administrative Orders	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/>	% Complete: 0.00
Deliverable: 33075 - Letters of Deficiency (WILSON, RICHARD)					
Description:		Letter of Deficiency is a legal document outlining violations of Env-Wq 1100 found during an inspection of facilities by DES staff and is signed by Limnology Director. The letter is CCd to the Legal unit, and appropriate code officials.			
Start: 10/1/2019	End: 9/30/2020	Qty: 20 LODs (Letters of Deficiency)	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/>	% Complete: 0.00
Deliverable: 33076 - Notice of Deficiency (WILSON, RICHARD)					
Description:		A Notice of Deficiency is a carbon copy inspection report that outlines deficiencies noticed in an inspection. The pool operator and DES inspector both sign the inspection report.			
Start: 10/1/2019	End: 9/30/2020	Qty: 100 NODs (Notices of Deficiency)	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/>	% Complete: 0.00
Activity: Inspections and Design Review					
Description:		The PBF program inspects public pools and spas for compliance with Env-Wq 1100. We cover the entire state with the exception of Manchester, Nashua, Merrimack. These 3 cities have their own inspection program. The indoor pools and spas are inspected once a year. The outdoor pools and spas are inspected at least every 3 years. Review design for new or renovated swimming pools and spas and issue permits.			
Start: 10/1/1996	End:	Lead Person: WILSON, RICHARD			
Deliverable: 33077 - Design Review and Permit Issuance (WILSON, RICHARD)					
Description:		Review designs for new or renovated swimming pools and spas and issue permits.			
Start: 10/1/2019	End: 9/30/2020	Qty: 25 Permits Issued	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/>	% Complete: 0.00
Deliverable: 33078 - Inspections (WILSON, RICHARD)					
Description:		Routine inspections for compliance. All indoor pools and spas are inspected annually. Outdoor pools and spas are inspected at least every 3 years.			
Start: 10/1/2019	End: 9/30/2020	Qty: 500 Inspections	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/>	% Complete: 0.00
Deliverable: 33079 - Pre-Opening Inspections (WILSON, RICHARD)					
Description:		Pre-Opening Inspection of construction compliance prior to public use.			
Start: 10/1/2019	End: 9/30/2020	Qty: 25 Inspections	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/>	% Complete: 0.00
Deliverable: 33080 - Retest Inspections (WILSON, RICHARD)					
Description:		Pools and Spas that have had bacterial violations are retested.			
Start: 10/1/2019	End: 9/30/2020	Qty: 15 Inspections	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/>	% Complete: 0.00
Activity: NEW LEGISLATION					
Description:		Activity related to proposed legislation			
Start: 11/1/2016	End:	Lead Person: WILSON, RICHARD			
Deliverable: 33081 - Attend Legislative Hearings (WILSON, RICHARD)					
Description:		Number of legislative hearings that were attended			
Start: 10/1/2019	End: 9/30/2020	Qty: 5 Hearings	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/>	% Complete: 0.00
Deliverable: 33082 - Bill Becomes Law (WILSON, RICHARD)					

Description:		This bill would create a dedicated fund for the pool program and establish annual licensing fees				
Start: 10/1/2019	End: 9/30/2020	Qty: 1 Bills	Auto Calc:	<input checked="" type="checkbox"/>	Completed: <input type="checkbox"/>	% Complete: 0.00
Deliverable: 33083 - Draft Legislative Testimony Letter (WILSON, RICHARD)						
Description:		Testimony letters written to support program related legislation introduced				
Start: 10/1/2019	End: 9/30/2020	Qty: 1 Letters	Auto Calc:	<input checked="" type="checkbox"/>	Completed: <input type="checkbox"/>	% Complete: 0.00
Activity: Program Development						
Description:		Development of a QA Manual including standard operating procedures for inspections, analysis, data management, and enforcement.				
Start: 12/1/2002	End:	Lead Person: WILSON, RICHARD				
Deliverable: 33085 - Complete Annual Quality Assurance System Program Self-Audit (WILSON, RICHARD)						
Description:						
Start: 10/1/2019	End: 9/30/2020	Qty: 1 Self-Assessments	Auto Calc:	<input checked="" type="checkbox"/>	Completed: <input type="checkbox"/>	% Complete: 0.00
Deliverable: 33086 - QA Manual Revision (WILSON, RICHARD)						
Description:		Revision of SOPs				
Start: 10/1/2019	End: 9/30/2020	Qty: 1 QA/QCs (Quality Assurance/Quality Control)	Auto Calc:	<input checked="" type="checkbox"/>	Completed: <input type="checkbox"/>	% Complete: 0.00
Activity: Rukemaking Env-Wq 1100						
Description:						
Start: 10/1/2013	End:	Lead Person: WILSON, RICHARD				
Deliverable: 33090 - Rule revisions as a result of Legislative changes 485-A:26 Fall 2019 (WILSON, RICHARD)						
Description:		Rule revisions as a result of Legislative changes 485-A:26 Fall 2019				
Start: 10/1/2019	End: 6/30/2020	Qty: 1 Rules	Auto Calc:	<input checked="" type="checkbox"/>	Completed: <input type="checkbox"/>	% Complete: 0.00
Activity: Technical Assistance						
Description:		Provide technical assistance, ad-hoc program inquires to pool the pool industry				
Start: 10/1/2006	End:	Lead Person: WILSON, RICHARD				
Deliverable: 33088 - General Technical (WILSON, RICHARD)						
Description:		phone calls, email or other correspondence inquiring about technical aspects of pool construction, operation, troubleshooting and application of Env-Wq 1100.				
Start: 10/1/2019	End: 9/30/2020	Qty: 200 Responses	Auto Calc:	<input checked="" type="checkbox"/>	Completed: <input type="checkbox"/>	% Complete: 0.00
Deliverable: 33089 - Presentations (WILSON, RICHARD)						
Description:		Presentations to pool operators or health officials regarding pool program rules and related safety issues.				
Start: 10/1/2019	End: 9/30/2020	Qty: 10 Presentations	Auto Calc:	<input checked="" type="checkbox"/>	Completed: <input type="checkbox"/>	% Complete: 0.00

Program: SHELLFISH

Description: The Shellfish Program ensures that the state's shellfish are safe for consumption by those who enjoy harvesting these public resources through regular bacterial monitoring of approximately 75 stations in shellfish growing waters, performing sanitary surveys and periodic updates of shellfish growing waters, conducting weekly monitoring for Paralytic Shellfish Poisoning toxin, and other activities.

Start: 8/12/1999**End:****Activity:** Ambient Shellfish Water Monitoring Program

Description: Ambient Water Monitoring. Collect water samples for fecal coliform analysis from all shellfish growing waters to maintain an updated water quality database and annually assess the accuracy of shellfish growing area classifications.

Start: 1/1/2001**End:****Lead Person:** NASH, WILLIAM**Deliverable:** 30968 - 2019 Ambient Water Samples Collected (NASH, WILLIAM)

Description: 2019 ambient program water sample collection and analysis.

Start: 1/1/2019**End:** 12/31/2019**Qty:** 45 Sampling Rounds**Auto Calc:** ☒**Completed:** ☐**% Complete:** 82.22**Deliverable:** 30970 - 2019 Emergency Closure Water Samples Collected (NASH, WILLIAM)

Description: 2019 emergency closures sampling of shellfish growing areas (wastewater treatment plant upsets, severe rainfall events, etc.) to determine when shellfish growing areas may be safely reopened for harvesting.

Start: 1/1/2019**End:** 12/31/2019**Qty:** 5 Sampling Rounds**Auto Calc:** ☒**Completed:** ☒**% Complete:** 200.00**Deliverable:** 30969 - 2019 Post-Rainfall Sampling for Conditionally Approved Areas (NASH, WILLIAM)

Description: 2019 post-rainfall monitoring program sample collection and analysis, designed to determine if closures following specific rainfall events are warranted.

Start: 1/1/2019**End:** 12/31/2019**Qty:** 20 Sampling Rounds**Auto Calc:** ☒**Completed:** ☐**% Complete:** 25.00**Deliverable:** 33101 - 2020 Ambient Water Samples Collected (NASH, WILLIAM)

Description: 2020 ambient program water sample collection and analysis.

Start: 1/1/2020**End:** 1/30/2020**Qty:** 45 Sampling Rounds**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Deliverable:** 33102 - 2020 Emergency Closure Water Samples Collected (NASH, WILLIAM)

Description: 2020 emergency closures sampling of shellfish growing areas (wastewater treatment plant upsets, severe rainfall events, etc.) to determine when shellfish growing areas may be safely reopened for harvesting.

Start: 1/1/2020**End:** 12/31/2020**Qty:** 5 Sampling Rounds**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Deliverable:** 33103 - 2020 Post-Rainfall Sampling for Conditionally Approved Areas (NASH, WILLIAM)

Description: 20 post-rainfall monitoring program sample collection and analysis, designed to determine if closures following specific rainfall events are warranted.

Start: 1/1/2020**End:** 12/31/2020**Qty:** 20 Sampling Rounds**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Activity:** Aquaculture Management

Description: Manage aquaculture development and harvesting activities by evaluating requests to harvest and conducting other activities to manage the siting of new aquaculture operations.

Start: 7/1/2012**End:****Lead Person:** NASH, WILLIAM**Deliverable:** 30973 - 2019 Evaluations of Aquaculture Harvest Requests (NASH, WILLIAM)

Description:	Track the number of 2019 requests from aquaculturists to harvest				
Start: 1/1/2019	End: 12/31/2019	Qty: 425 Evaluations	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input checked="" type="checkbox"/>	% Complete: 115.76
Deliverable: 33104 - 2020 Evaluations of Aquaculture Harvest Requests (NASH, WILLIAM)					
Description:	Track the number of 2020 requests from aquaculturists to harvest				
Start: 1/1/2020	End: 12/31/2020	Qty: 500 Evaluations	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/>	% Complete: 0.00
Activity: FDA 12-Year Repeat Sanitary Surveys					
Description: Per NSSP requirements, conduct new sanitary surveys on shellfish management areas every 12 years.					
Start: 12/1/2011	End:	Lead Person: NASH, WILLIAM			
Deliverable: 30975 - Hampton/Seabrook Harbor Sanitary Survey (NASH, WILLIAM)					
Description:	Conduct a new sanitary survey for the Hampton/Seabrook Harbor Shellfish Management Area				
Start: 1/1/2019	End: 12/31/2019	Qty: 1 Reports, Final	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/>	% Complete: 30.00
Activity: FDA Annual Evaluations of Shellfish Management Areas					
Description: FDA Annual Evaluations: Compilation of data and relevant information collected over the past year, in order to evaluate the current classification and status of a Shellfish Management Area.					
Start: 10/1/2006	End:	Lead Person: NASH, WILLIAM			
Deliverable: 30983 - 2018 Bellamy River Annual Evaluation (NASH, WILLIAM)					
Description:	2018 Bellamy River Annual Evaluation - Compile data and information for calendary year 2018 to write a report for submission to FDA				
Start: 1/1/2019	End: 12/31/2019	Qty: 1 Reports, Final	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/>	% Complete: 30.00
Deliverable: 30977 - 2018 Great Bay Annual Evaluation (NASH, WILLIAM)					
Description:	2018 Great Bay Annual Evaluation - Compile data and information for calendar year 2018 to write a report for submission to FDA				
Start: 1/1/2019	End: 12/31/2019	Qty: 1 Reports, Final	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/>	% Complete: 30.00
Deliverable: 30979 - 2018 Little Bay Annual Evaluation (NASH, WILLIAM)					
Description:	2018 Little Bay Annual Evaluation - Compile data and information for calendar year 2018 to write a report for submission to FDA				
Start: 1/1/2019	End: 12/31/2019	Qty: 1 Reports, Final	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/>	% Complete: 30.00
Deliverable: 30978 - 2018 Oyster River Annual Evaluation (NASH, WILLIAM)					
Description:	2018 Oyster River Annual Evaluation - Compile data and information for calendar year 2018 to write a report for submission to FDA.				
Start: 1/1/2019	End: 12/31/2019	Qty: 1 Reports, Final	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/>	% Complete: 30.00
Deliverable: 33105 - 2019 Atlantic Coast Annual Evaluation (NASH, WILLIAM)					
Description:	2019 Atlantic Coast Annual Evaluation - Compile data and information for calendar year 2019 to write a report for submission to FDA				
Start: 1/1/2020	End: 12/31/2020	Qty: 1 Reports, Final	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/>	% Complete: 0.00
Deliverable: 33107 - 2019 Bellamy River Annual Evaluation (NASH, WILLIAM)					
Description:	2019 Bellamy River Annual Evaluation - Compile data and information for calendar year 2019 to write a report for submission to FDA				

Start: 1/1/2020	End: 12/31/2020	Qty: 1 Reports, Final	Auto Calc: X	Completed: <input type="checkbox"/>	% Complete: 0.00
Deliverable: 33106 - 2019 Hampton/Seabrook Harbor Annual Evaluation (NASH, WILLIAM)					
Description: 2019 Hampton/Seabrook Harbor Annual Evaluation - Compile data and information for calendar year 2019 to write a report for submission to FDA					
Start: 1/1/2020	End: 12/31/2020	Qty: 1 Reports, Final	Auto Calc: X	Completed: <input type="checkbox"/>	% Complete: 0.00
Deliverable: 33108 - 2019 Little Bay Annual Evaluation (NASH, WILLIAM)					
Description: 2019 Little Bay Annual Evaluation - Compile data and information for calendar year 2019 to write a report for submission to FDA					
Start: 1/1/2020	End: 12/31/2020	Qty: 1 Reports, Final	Auto Calc: X	Completed: <input type="checkbox"/>	% Complete: 0.00
Deliverable: 33109 - 2019 Oyster River Annual Evaluation (NASH, WILLIAM)					
Description: 2019 Oyster River Annual Evaluation - Compile data and information for calendar year 2019 to write a report for submission to FDA.					
Start: 1/1/2020	End: 12/31/2020	Qty: 1 Reports, Final	Auto Calc: X	Completed: <input type="checkbox"/>	% Complete: 0.00
Activity: FDA Program Evaluation and Training					
Description: FDA Program Evaluation Meetings and field work\site visits dedicated to FDA's annual evaluation of the Shellfish Program and training on updated procedures.					
Start: 10/1/2006	End:	Lead Person: NASH, WILLIAM			
Deliverable: 30985 - 2019 FDA Evaluation and Training (NASH, WILLIAM)					
Description: 2019 annual FDA evaluation (PEER) and training of Shellfish Program staff					
Start: 1/1/2019	End: 12/31/2019	Qty: 2 Meetings	Auto Calc: X	Completed: <input type="checkbox"/>	% Complete: 50.00
Deliverable: 33110 - 2020 FDA Evaluation and Training (NASH, WILLIAM)					
Description: 2020 annual FDA evaluation (PEER) and training of Shellfish Program staff					
Start: 1/1/2020	End: 12/31/2020	Qty: 2 Meetings	Auto Calc: X	Completed: <input type="checkbox"/>	% Complete: 0.00
Activity: FDA Triennial Evaluations of Shellfish Management Areas					
Description: FDA Triennial Evaluations: Compilation of data and relevant information collected over the past three years, in order to evaluate the current classification and status of a Shellfish Management Area.					
Start: 10/1/2006	End:	Lead Person: NASH, WILLIAM			
Deliverable: 30989 - 2016-2018 Atlantic Coast Triennial Evaluation (NASH, WILLIAM)					
Description: 2016-2018 Atlantic Coast Triennial Evaluation - Compile data and information for calendar years 2016-2018 to write a report for submission to FDA					
Start: 1/1/2019	End: 12/31/2019	Qty: 1 Reports, Final	Auto Calc: X	Completed: <input type="checkbox"/>	% Complete: 30.00
Deliverable: 33111 - 2017-2019 Great Bay Triennial Evaluation (NASH, WILLIAM)					
Description: 2017-2019 Great Bay Triennial Evaluation - Compile data and information for calendar years 2017-2018 to write a report for submission to FDA					
Start: 1/1/2020	End: 12/31/2020	Qty: 1 Reports, Final	Auto Calc: X	Completed: <input type="checkbox"/>	% Complete: 0.00
Activity: Marina and Mooring Field Investigations					
Description: Marina and Mooring Field investigation (boat counts, GPS work, or boat inspections) within Shellfish Management Areas.					
Start: 10/1/2006	End:	Lead Person: NASH, WILLIAM			

Deliverable: 30990 - 2019 Surveys of Marinas and Mooring Fields (NASH, WILLIAM)**Description:** 2019 Investigations of Marinas & Mooring Fields - Boat and mooring counts, occupancy surveys, and related documentation of boating areas near shellfish growing waters**Start:** 1/1/2019 **End:** 12/31/2019 **Qty:** 25 Surveys **Auto Calc:** ☒ **Completed:** ☐ **% Complete:** 36.00**Deliverable:** 33112 - 2020 Surveys of Marinas and Mooring Fields (NASH, WILLIAM)**Description:** 2020 Investigations of Marinas & Mooring Fields - Boat and mooring counts, occupancy surveys, and related documentation of boating areas near shellfish growing waters**Start:** 1/1/2020 **End:** 12/31/2020 **Qty:** 25 Surveys **Auto Calc:** ☒ **Completed:** ☐ **% Complete:** 0.00**Activity:** Outreach and Education to Shellfish Harvesters and the Public**Description:** Harvester Outreach including responding to calls, preparing fact sheets, updating the program website, and giving presentations.**Start:** 1/1/2005 **End:** **Lead Person:** NASH, WILLIAM**Deliverable:** 30991 - 2019 Clam Hotline and Coastal Atlas Updates (NASH, WILLIAM)**Description:** 2019 weekly Clam Hotline Updates to F&G, weekly updates to the Coastal Atlas**Start:** 1/1/2019 **End:** 12/31/2019 **Qty:** 54 Updates **Auto Calc:** ☒ **Completed:** ☐ **% Complete:** 57.41**Deliverable:** 30992 - 2019 Shellfish website updates (NASH, WILLIAM)**Description:** 2019 Website updates. review links, update documents, provide additional information**Start:** 1/1/2019 **End:** 12/31/2019 **Qty:** 1 Updates **Auto Calc:** ☒ **Completed:** ☐ **% Complete:** 0.00**Deliverable:** 33113 - 2020 Clam Hotline and Coastal Atlas Updates (NASH, WILLIAM)**Description:** 2020 weekly Clam Hotline Updates to F&G, weekly updates to the Coastal Atlas**Start:** 1/1/2020 **End:** 12/31/2020 **Qty:** 54 Updates **Auto Calc:** ☒ **Completed:** ☐ **% Complete:** 0.00**Deliverable:** 33114 - 2020 Shellfish website updates (NASH, WILLIAM)**Description:** 2020 Website updates. review links, update documents, provide additional information**Start:** 1/1/2020 **End:** 12/31/2020 **Qty:** 1 Updates **Auto Calc:** ☒ **Completed:** ☐ **% Complete:** 0.00**Activity:** Paralytic Shellfish Poisoning Monitoring Program**Description:** PSP Sampling: shellfish tissue samples on at least a weekly basis from April to October to test for the presence of Paralytic Shellfish Poisoning toxin.**Start:** 4/1/2000 **End:** **Lead Person:** NASH, WILLIAM**Deliverable:** 30993 - 2019 PSP Samples Collected (NASH, WILLIAM)**Description:** 2019 PSP monitoring program sample collection and data management.**Start:** 1/1/2019 **End:** 12/31/2019 **Qty:** 50 Samples **Auto Calc:** ☒ **Completed:** ☒ **% Complete:** 202.00**Deliverable:** 33115 - 2020 PSP Samples Collected (NASH, WILLIAM)**Description:** 2020 PSP monitoring program sample collection and data management.**Start:** 1/1/2020 **End:** 12/31/2020 **Qty:** 50 Samples **Auto Calc:** ☒ **Completed:** ☐ **% Complete:** 0.00**Activity:** Phytoplankton Monitoring Program

Description: Phytoplankton Monitoring. Collect weekly seawater samples, at least February-November, and estimate populations of various Harmful Algal Bloom species.					
Start: 1/1/2018	End:	Lead Person: NASH, WILLIAM			
Deliverable: 30995 - 2019 Phytoplankton Monitoring Program (NASH, WILLIAM)					
Description: In calendar year 2019 Collect weekly seawater samples, February-November, to estimate populations of various Harmful Algal Bloom species. For this deliverable, one "sample round" is comprised of all samples collected within a week.					
Start: 1/1/2019	End: 12/31/2019	Qty: 40 Sampling Rounds	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input checked="" type="checkbox"/>	% Complete: 212.50
Deliverable: 33116 - 2020 Phytoplankton Monitoring Program (NASH, WILLIAM)					
Description: In calendar year 2020 Collect weekly seawater samples, February-November, to estimate populations of various Harmful Algal Bloom species. For this deliverable, one "sample round" is comprised of all samples collected within a week.					
Start: 1/1/2020	End: 12/31/2020	Qty: 40 Sampling Rounds	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/>	% Complete: 0.00
Activity: Pollution Source Investigations					
Description: Pollution Source Investigations: The preparation (datasheet generation, map making, etc.) in order to conduct investigations, investigation of a property to determine presence of absence of a pollution source, or the investigation of a documented potential source of pollution.					
Start: 10/1/2006	End:	Lead Person: NASH, WILLIAM			
Deliverable: 30997 - 2019 Pollution Source Investigations (NASH, WILLIAM)					
Description: 2019 Pollution Source Investigations - Investigation and/or sampling of potential and actual sources of pollution, documented in the eight FDA Annual and Triennial Evaluation reports.					
Start: 1/1/2019	End: 12/31/2019	Qty: 25 Inspections	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input checked="" type="checkbox"/>	% Complete: 132.00
Deliverable: 33117 - 2020 Pollution Source Investigations (NASH, WILLIAM)					
Description: 2020 Pollution Source Investigations - Investigation and/or sampling of potential and actual sources of pollution, documented in the eight FDA Annual and Triennial Evaluation reports.					
Start: 1/1/2020	End: 12/31/2020	Qty: 25 Inspections	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/>	% Complete: 0.00
Activity: QAPP Administration for the Shellfish Program					
Description: QAPP document review and work performed to adhere to the guidelines stipulated in the three Shellfish Program QAPPs.					
Start: 10/1/2006	End:	Lead Person: NASH, WILLIAM			
Deliverable: 30226 - 2018-2019 Annual Review of QAPPs (NASH, WILLIAM)					
Description: Annual Review of QAPPs - Review of the PSP, WQ, and Sanitary Survey QAPPs for the annual DES self-audits. Note that self audits for shellfish program will not be required for 2018 but will be required in 2019.					
Start: 1/1/2018	End: 12/31/2019	Qty: 3 Self-Assessments	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/>	% Complete: 0.00
Deliverable: 30998 - 2019 Thermometer Calibration (NASH, WILLIAM)					
Description: Thermometer Calibration - Calibration of the Shellfish Program and Watershed Assistance Section (Pease Office) thermometers.					
Start: 1/1/2019	End: 12/31/2019	Qty: 4 Evaluations	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/>	% Complete: 75.00
Deliverable: 33121 - 2020 Thermometer Calibration (NASH, WILLIAM)					
Description: Thermometer Calibration - Calibration of the Shellfish Program and Watershed Assistance Section (Pease Office) thermometers.					

Start: 1/1/2020	End: 12/31/2020	Qty: 4 Evaluations	Auto Calc:	<input checked="" type="checkbox"/>	Completed:	<input type="checkbox"/>	% Complete: 0.00
Deliverable: 33118 - 2020-2021 Annual Review of QAPPs (NASH, WILLIAM)							
Description: Annual Review of QAPPs - Review of the HAB (PSP), WQ, and Sanitary Survey QAPPs for the annual DES self-audits. Note that self audits for shellfish program may not required for 2020 but may be required in 2021.							
Start: 1/1/2020	End: 12/31/2021	Qty: 6 Self-Assessments	Auto Calc:	<input checked="" type="checkbox"/>	Completed:	<input type="checkbox"/>	% Complete: 0.00
Activity: Response to WWTF Upsets and other Pollution Events in Shellfish Waters							
Description: WWTF Upsets and Emergency Response: Respond to and evaluate incidents that may warrant closure of shellfish waters, including WWTF upsets, unusually heavy rainfall, oil spills, and other events.							
Start: 1/1/2005	End:	Lead Person: NASH, WILLIAM					
Deliverable: 31000 - 2019 Incidents for Evaluation (NASH, WILLIAM)							
Description: Prepare Memos for all 2019 WWTF calls, reports of oil spills, weather events, etc, that were evaluated to determine if shellfish closures were necessary.							
Start: 1/1/2019	End: 12/31/2019	Qty: 80 Memos	Auto Calc:	<input checked="" type="checkbox"/>	Completed:	<input type="checkbox"/>	% Complete: 93.75
Deliverable: 33120 - 2020 Incidents for Evaluation (NASH, WILLIAM)							
Description: Prepare Memos for all 2020 WWTF calls, reports of oil spills, weather events, etc, that were evaluated to determine if shellfish closures were necessary.							
Start: 1/1/2020	End: 12/31/2020	Qty: 80 Memos	Auto Calc:	<input checked="" type="checkbox"/>	Completed:	<input type="checkbox"/>	% Complete: 0.00
Activity: Revise Classifications to Shellfish Growing Areas							
Description: Conduct activities to explore whether or not reclassifications of classified shellfish growing areas is appropriate.							
Start: 7/1/2007	End:	Lead Person: NASH, WILLIAM					
Deliverable: 31001 - Classification Revisions for 2019 (NASH, WILLIAM)							
Description: Revise shellfish classifications as needed.							
Start: 1/1/2019	End: 12/31/2019	Qty: 1 Revisions	Auto Calc:	<input checked="" type="checkbox"/>	Completed:	<input checked="" type="checkbox"/>	% Complete: 200.00
Deliverable: 33122 - Classification Revisions for 2020 (NASH, WILLIAM)							
Description: Revise shellfish classifications as needed.							
Start: 1/1/2020	End: 12/31/2020	Qty: 1 Revisions	Auto Calc:	<input checked="" type="checkbox"/>	Completed:	<input type="checkbox"/>	% Complete: 0.00
Activity: Shellfish Program Administration							
Description: Shellfish Program Administration: budget planning and management, workplan development, discussions with federal agencies, contract and MOA development, G&C or fiscal committee requests, etc.							
Start: 10/1/2006	End:	Lead Person: NASH, WILLIAM					
Deliverable: 31005 - 2019 workplan development (NASH, WILLIAM)							
Description: Develop 2019 workplan.							
Start: 1/1/2019	End: 12/31/2019	Qty: 1 Workplans	Auto Calc:	<input checked="" type="checkbox"/>	Completed:	<input checked="" type="checkbox"/>	% Complete: 100.00
Deliverable: 33123 - 2020 workplan development (NASH, WILLIAM)							
Description: Develop 2020 workplan.							

Start: 1/1/2020	End: 12/31/2020	Qty: 1 Workplans	Auto Calc: X	Completed:		% Complete: 0.00
Activity: Vibrio Monitoring Program						
Description: Vibrio Monitoring. Collect shellfish samples for Vibrio paraheamolyticus analysis from selected shellfish growing waters to assess risk for Vp illness outbreaks, establish baseline conditions, and evaluate specific management strategies for minimizing outbreaks.						
Start: 5/1/2014	End:	Lead Person: NASH, WILLIAM				
Deliverable: 31006 - 2019 Oyster Tissue Sampling Program (NASH, WILLIAM)						
Description: Sample oyster tissue for Vibrio parahaemolyticus per the 2019 Monitoring Plan						
Start: 1/1/2019	End: 12/31/2019	Qty: 10 Sampling Rounds	Auto Calc: X	Completed: X		% Complete: 160.00
Deliverable: 33124 - 2020 Oyster Tissue Sampling Program (NASH, WILLIAM)						
Description: Sample oyster tissue for Vibrio parahaemolyticus per the 2020 Monitoring Plan						
Start: 1/1/2020	End: 12/31/2020	Qty: 10 Sampling Rounds	Auto Calc: X	Completed:		% Complete: 0.00

Program: TIDAL WATER QUALITY MONITORING**Description:** Water quality monitoring activities associated with tidal waters (excluding activities associated with the shellfish program)**Start:** 10/1/1999**End:****Activity:** Piscataqua Region Estuaries Partnership**Description:** FY14 EPA P&C #113, 114

FY12 EPA P&C #123

FY11 EPA P&C #151, 152, 153

2007 PPA PRIORITY 116, 118 AND

UNH MOA OBLIGATION. Projects completed under contract to the NH Estuaries Project to implement the Comprehensive Conservation and Management Plan for the estuaries. In 2009 name changed from New Hampshire Estuaries Project to PREP.

Start: 1/1/2001**End:****Lead Person:** EDWARDSON, KENNETH**Deliverable:** 32216 - PREP 2020.A - Technical Program Assistance (WOOD, MATTHEW)**Description:** Environmental Data Analysis and Quality Assurance
GIS Analyses
Review of Technical Reports**Start:** 7/1/2019**End:** 6/30/2020**Qty:** 3 Reviews**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Deliverable:** 32217 - PREP 2020.B - PREP Monitoring Plan Implementation (WOOD, MATTHEW)**Description:** Prepare coastal monitoring data for indicators
Participate in coordination meetings for preparation of monitoring budget and workplan for 2020**Start:** 7/1/2019**End:** 6/30/2020**Qty:** 10 Meetings**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00

Program: TMDL STUDIES

Description: A Total Maximum Daily Load (TMDL) study specifies the maximum amount of pollutant that a waterbody can receive and still meet water quality standards and allocates pollutant loadings among point and nonpoint pollutant sources. Section 303(d) of the Clean Water Act (CWA) requires states to periodically develop a list of impaired waters (i.e., the "303(d) list"). A TMDL study must be done for all waters on the 303(d) List. that are impaired by pollutants. This program includes all activities associated with the development of TMDLs.

Start: 10/1/2003**End:****Activity:** Assist MS4 Communities - TMDL**Description:** FY15 EPA P&C #68 and #70. Assist MS4 Communities as it relates to TMDLs**Start:** 4/1/2013**End:****Lead Person:** COMSTOCK, W. GREGG**Deliverable:** 32584 - Provide Technical Assistance to MS4 Communities (FY 20) (FOSS, MARGARET)

Description: Provide technical assistance to MS4 Communities as it relates to TMDLs. This includes attending meetings, conference calls, reviewing reports and data, providing GIS or monitoring assistance, etc.

Start: 10/1/2019**End:** 9/30/2020**Qty:** 5 Assistances Provided**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Activity:** Haunted Lake P TMDL**Description:** FY19 EPA P&C #34 and 40**Start:** 4/1/2018**End:** 12/31/2019**Lead Person:** FOSS, MARGARET**Activity:** I-93 Chloride TMDLs and Post TMDL Monitoring

Description: FY08 EPA P&C # 104 and 106: Policy Bk and Tribs, Dinsmore Bk, N. Trib to Canobie Lake, Beaver Bk have been listed as impaired for chlorides. The primary source of chlorides is believed to be road salt and water softeners. This Activity includes development of chloride TMDLs for these surface waters. See Also Watershed Restoration/Implement chloride TMDLs in 4 impaired watersheds in the I-93 corridor. It also includes post TMDL monitoring and preparation of annual monitoring reports.

Start: 1/1/2005**End:****Lead Person:** FOSS, MARGARET**Deliverable:** 32641 - I93.20 - TMDL Implementation Monitoring Reports SFY20 (FOSS, MARGARET)

Description: Review data and prepare a QA Audit and Data Report.

Start: 7/1/2019**End:** 12/31/2020**Qty:** 1 Reports, Final**Auto Calc:** ☒**Completed:** ☒**% Complete:** 100.00**Activity:** LI Sound TMDL - CT River N Reduction

Description: FY19/20 EPA P&C #35 FY 18/19 EPA P&C 34 FY16 and 17 EPA P&C #35 FY15 EPA P&C #68 FY14 EPA P&C #74 FY12 EPA P&C #82, FY11 EPA P&C # 120 FY10 EPA P&C # 111: Connecticut and New York have completed a TMDL to address low dissolved oxygen in Long Island Sound. Part of the recommended solution is to reduce nitrogen in the Connecticut River which implies that nutrient reductions may be necessary from MA, VT and NH. EPA/NEIWPCC are coordinating efforts to help determine what the load reductions should be. The USGS SPARROW model may be used for this purpose.				
Start: 10/1/2002	End:	Lead Person: FOSS, MARGARET		
Deliverable: 32603 - LISTMDL: FY20 Technical Assistance (COMSTOCK, W. GREGG)				
Description: Includes participation in conference calls, meetings, review of documents related to the CT River Nitrogen Study which is part of the LI Sound TMDL. Number of technical assistances is estimated and is variable from year to year.				
Start: 10/1/2019	End: 9/30/2020	Qty: 3 Assistances Provided	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/> % Complete: 0.00
Activity: Locke Lake TP TMDL (FY 20)				
Description: FY 20 EPA P&C #36				
Includes all work associated with developing an EPA approved total phosphorus TMDL for Locke Lake.				
Start: 9/1/2019	End: 10/31/2020	Lead Person: FOSS, MARGARET		
Deliverable: 32585 - 1. Review and Collect Data to support model development (FOSS, MARGARET)				
Description: Review available data to support model development. If data gaps exist, collect the necessary data.				
Start: 5/1/2019	End: 12/31/2019	Qty: 1 Reviews	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input checked="" type="checkbox"/> % Complete: 200.00
Deliverable: 32586 - 2. Prepare Draft TMDL Report (FOSS, MARGARET)				
Description: Includes all work associated with issuing the draft TMDL report including modeling.				
Start: 10/1/2019	End: 8/21/2020	Qty: 1 Drafts	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/> % Complete: 0.00
Deliverable: 32587 - 3. Issue Draft Report for Public Comment (FOSS, MARGARET)				
Description:				
Start: 8/3/2020	End: 9/18/2020	Qty: 1 Public Comments	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/> % Complete: 0.00
Deliverable: 32588 - 4. Submit and Obtain EPA approval of Final TMDL report (FOSS, MARGARET)				
Description:				
Start: 9/1/2020	End: 9/30/2020	Qty: 1 Reports, Final	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/> % Complete: 0.00
Deliverable: 33165 - TMDL modeling (FOSS, MARGARET)				
Description: Set up, calibrate and run predictive model runs in the LLRM model				
Start: 7/1/2019	End: 9/30/2020	Qty: 3 Models	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/> % Complete: 33.33
Activity: Merrimack /Pemigewasett R TMDL - ACOE				

Description: FY20/21 EPA P&C 35
FY18/19 EPA P&C 34
FY16 EPA P&C 35
FY15 EPA P&C #68
FY14 EPA P&C #72 and #74
FY12 EPA P&C #82,
FY11 EPA P&C # 120

The 2004 305(b)/303(d) surface water quality assessment indicated dissolved oxygen violations along the Merrimack and Pemigewasett Rivers. Data also indicates rising levels of phosphorus and algae in the downstream sections. A TMDL for dissolved oxygen is necessary to determine load allocations for point source and nonpoint sources as well as permit limits for NPDES permittees. It is expected that DES will partner with the ACOE to conduct a DO/Nutrient TMDL for the river. This work would be an extension of the Merrimack River Assessment Study which focused on bacteria for the CSO communities but did address other parameters as well.

Start: 10/1/2004**End:****Lead Person:** COMSTOCK, W. GREGG**Deliverable:** 32589 - ACOE Merrimack River Study - Technical Assistance (FOSS, MARGARET)

Description: The final report for the Pemigewasett and Merrimack River in NH was completed in FY19. This deliverable includes any additional work associated with answering any follow up questions or reviews.

Start: 10/1/2019**End:** 9/30/2020**Qty:** 4 Assistances Provided**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Activity:** NH 10 Year TMDL Vision Strategy

Description: FY20/21 EPA P&C # 36, 37, 38
FY18/19 EPA P&C # 35,36, 37 and 38
FY17 EPA P&C # 35 and 36
FY16 EPA P&C #36, #37 and #38
FY 15 EPA P&C # 70
FY14 EPA P&C #74, #76

Development of the New Hampshire TMDL 10 Year Vision Strategy Report. The "10 Year Vision" is the short hand title for EPAs Long-Term Vision for Assessment, Restoration, and Protection under the Clean Water Act Section 303(d) Program.

Start: 9/30/2013**End:****Lead Person:** FOSS, MARGARET**Deliverable:** 32590 - FY20: If WQ 27 partial credit is desired, send milestones to EPA by 10/31/20 for ATTAIN entry. (FOSS, MARGARET)

Description: FY20 P&C 38: If the State chooses to pursue partial credit for progress on priority TMDLs, TMDL alternatives, and protection plans, then notify EPA R1 of milestones achieved (planning, developing) for entry into ATTAINS by October 31, 2020.

Start: 9/1/2020**End:** 10/31/2020**Qty:** 1 Lists**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Deliverable:** 32593 - FY20: WQ 27 - Submit any revisions to EPA for input into ATTAINS during FY20 Open Season (FOSS, MARGARET)

Description: EPA P&C #37: For 2020: Circa fall 2019, if needed, and following public and EPA review of WQ-27 priority waters (with the understanding that the State plans to issue WQ-27 waters for public comment when the draft 303(l) lists are public noticed), submit electronic data to EPA during the FY20 open season in ATTAINS to accommodate any essential revisions to 303(d) Vision priorities (WQ-27) and, if the State chooses, other planned activities.

Start: 10/1/2019**End:** 9/30/2020**Qty:** 1 Data Sets**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Deliverable:** 32596 - FY21: Submit FY21 commitments for TMDLs, Alternatives and/or Protection Plans to EPA (FOSS, MARGARET)

Description: EPA P&C #36: By 09/30/20, agree on FY21 waterbody commitments for TMDL development (future substitutions allowed), TMDL alternatives, and protection plans, as appropriate. During FY21 and before 09/30/21, submit TMDLs to EPA for review and approval, along with TMDL alternatives and protection plans as per the state's schedule for 303(d) Vision priorities (WQ-27) and other planned activities.					
Start: 9/1/2020	End: 9/30/2020	Qty: 1 Lists	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/>	% Complete: 0.00
Activity: Regional Meetings/Conferences - TMDL					
Description: FY20/21 EPA P&C #40 FY18/19 EPA P&C #40 FY16 and FY17 EPA P&C #40 FY15 EPA P&C #70 FY14 EPA P&C #74 FY13 EPA P&C #76. FY12 EPA P&C #84; FY11 EPA P&C #122; FY10 EPA P&C 113; FY09 EPA P&C # 108: FY08 EPA P&C # 105. EPA P&C#89 Participation in regional/ national meetings, conferences, conference calls, and workgroups related to TMDLs. Examples include meetings and conference calls with NEIWPCC TMDL workgroups, the Region 1/State TMDL Innovations Workgroup and ASWIPCA conference calls.					
Start: 10/1/2006	End:	Lead Person: FOSS, MARGARET			
Deliverable: 32597 - FY20: TMDL Workgroup Meetings, Innovation Efforts and Conference Calls (FOSS, MARGARET)					
Description: EPA P&C # 40: Participate in the NEIWPCC TMDL Workgroup meetings/conference calls and Region 1/State TMDL Innovations efforts to improve environmental effectiveness of the TMDL program.					
Start: 10/1/2019	End: 9/30/2020	Qty: 3 Meetings	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/>	% Complete: 0.00
Activity: Salmon Falls TMDL					
Description: FY20/21 EPA P&C #35 FY18/19 EPA P&C # 34 FY17 EPA P&C #34. FY16 EPA P&C #65. FY15 EPA P&C #68. FY14 EPA P&C #74. Salmon Falls TMDL revision activities including monitoring, data and report review, meetings and conference calls.					
Start: 6/1/2013	End:	Lead Person: FOSS, MARGARET			
Deliverable: 32599 - FY20: Provide Technical Assistance (FOSS, MARGARET)					
Description: Provide Technical Assistance for the Salmon Falls TMDL Revision Activities including monitoring, data and report review, meetings and conference calls.					
Start: 10/1/2019	End: 9/30/2020	Qty: 2 Assistances Provided	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/>	% Complete: 0.00
Activity: Y Technical Assistance - TMDL					
Description: FY19 EPA P&C #35 FY18 EPA P&C #34 and 40 FY17 EPA P&C #34 FY15 EPA P&C #68 and #70 FY14 EPA P&C #72 and #74 FY12 EPA P&C #84 This activity includes responses to public information requests, general ad-hoc guidance requests from other programs and agencies, Right-to-Know requests, outreach efforts, time spent keeping current on program related issues, and making presentations.					

Start: 10/1/2006	End:	Lead Person: FOSS, MARGARET		
Deliverable: 32601 - Y-2: Technical Assistance, Responses to General Inquiries - TMDL (FOSS, MARGARET)				
Description: Includes responding to general TMDL inquiries that are not addressed under other programs.				
Start: 10/1/2019	End: 9/30/2020	Qty: 5 Inquiries	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/> % Complete: 0.00
Activity: Z Program Administration - TMDL				
Description: FY18 EPA P&C #34 -38 and 40 FY15 EPA P&C #68, #70 FY14 EPA P&C #74 FY12 EPA P&C #84 This activity includes tasks such as proposal writing, grant preparation, grant reporting, MTRS workplan development, budget preparation, and G&C requests.				
Start: 10/1/2006	End:	Lead Person: FOSS, MARGARET		
Deliverable: 32602 - Complete Annual Quality Assurance System Program Self-Audit (FOSS, MARGARET)				
Description: Complete Annual Quality Assurance System Program Self-Audit				
Start: 10/1/2019	End: 9/30/2020	Qty: 1 Self-Assessments	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/> % Complete: 0.00

Program: VOLUNTEER LAKE ASSESSMENT PROGRAM RSA 487:31-33

Description: This is a lake monitoring and assessment and an educational outreach program between DES biologists and volunteer monitors from lake associations and other entities. DES provides training, equipment, analyses, assessment and annual report and the volunteers provide monitoring, minimal funding for analyses and watch dog capability at lakes.

Start: 10/1/1999**End:****Activity:** Assessment

Description: Each year, an individualized annual report is written for each lake monitored through VLAP. Each individual lake annual report presents water quality sampling from the most recent sampling season and compares the most recent water quality data to the data collected since the lake joined VLAP. Observations concerning water quality trends are discussed. Recommendations for additional sampling and watershed management activities are presented when necessary. DN - Supplemental 106 monitoring funds activity. Site code: VLAP00293.

Start: 10/1/2001**End:****Lead Person:** STEINER, SARA**Deliverable:** 32642 - Individual VLAP Reports (STEINER, SARA)

Description: A new reporting process was initiated to provide an annual two-page individual lake summary/report to each participating VLAP lake. The individual reports will include a general informational page including lake morphological information, impairment information, watershed map, and land use summary. The second page will include VLAP data, historical trend analyses and graphics and overall observations and recommendations based on VLAP data.

Start: 10/1/2019**End:** 10/31/2020**Qty:** 178 Reports, Final**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Deliverable:** 32644 - Regional VLAP Reports (STEINER, SARA)

Description: A new reporting process was developed to produce seven comprehensive regional reports to analyze data trends and statistics on a regional basis. These reports compile and report information from multiple monitoring programs pertinent to each region as well as include detailed data analyses, water quality summaries and trends for VLAP lakes. These reports will be completed once every five years. They were recently completed in 2015. Update 2019: Regional Reports are being combined with statewide lake trend reports.

Start: 10/1/2019**End:** 10/31/2020**Qty:** 7 Reports, Final**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Activity:** Outreach

Description: One of the main objectives of VLAP is to educate the public about responsible watershed and lake management. VLAP produces and distributes an annual newsletter, individual lake annual reports, and conducts educational programs and workshops to educate the public.

Start: 10/1/1999**End:****Lead Person:** STEINER, SARA**Deliverable:** 32645 - Annual Individual Reports posted on the DES Web Site (STEINER, SARA)

Description: After the regional and individual lake reports have been finalized (typically by the end of April) the reports will be converted to pdf and will be posted on the VLAP website (ideally by the beginning of June).

Start: 10/1/2019**End:** 10/31/2020**Qty:** 178 Postings**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Deliverable:** 32646 - Annual Workshop (STEINER, SARA)

Description: Hold an annual workshop to educate and update training for volunteer monitors. A water quality sampling refresher course is conducted and two or three additional talks related to watershed management and water quality issues of special interest to volunteer monitors are presented.

Start: 10/1/2019**End:** 10/31/2020**Qty:** 1 Workshops**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Deliverable:** 32647 - Educational Programs (STEINER, SARA)

Description: Provide, upon request, educational programs related to water quality sampling. Educational programs are provided throughout the state for elementary, middle school, and high school students.

Start: 10/1/2019	End: 10/31/2020	Qty: 1 Outreach Activities	Auto Calc:	<input checked="" type="checkbox"/>	Completed:	<input type="checkbox"/>	% Complete: 0.00
Deliverable: 32648 - Lake Association Meetings (STEINER, SARA)							
Description: Attend annual lake association meetings to discuss VLAP water quality and provide recommendations on management activities in the watershed that may improve water quality.							
Start: 10/1/2019	End: 10/31/2020	Qty: 3 Meetings	Auto Calc:	<input checked="" type="checkbox"/>	Completed:	<input type="checkbox"/>	% Complete: 0.00
Deliverable: 32649 - Monthly Newsletter "The Sampler" (STEINER, SARA)							
Description: Publish a monthly E-newsletter which is sent to approximately 700 email recipients signed up for the newsletter. The newsletter includes information regarding VLAP and other relevant programs dealing with lake and pond management such as exotic species, and provides up to date information about watershed management and water quality issues of special interest to volunteer monitors.							
Start: 10/1/2019	End: 10/31/2020	Qty: 4 Newsletters	Auto Calc:	<input checked="" type="checkbox"/>	Completed:	<input type="checkbox"/>	% Complete: 0.00
Activity: Quality Assurance							
Description: All operations of the VLAP program adhere to the DES Quality Management Plan and also follows an EPA approved Quality Assurance Project Plan. This ensures that all data collected and all results reported through VLAP are of documented quality and are representative.							
Start: 11/1/2001	End:	Lead Person: STEINER, SARA					
Deliverable: 32650 - Complete Quality Assurance System Program Self-Audit (STEINER, SARA)							
Description: This program assessment summarizes the successes, problems, and solutions implemented to correct problems that occur during the year. These audits are not required less frequently as requested by the QA team.							
Start: 10/1/2019	End: 10/31/2020	Qty: 1 Self-Assessments	Auto Calc:	<input checked="" type="checkbox"/>	Completed:	<input type="checkbox"/>	% Complete: 0.00
Deliverable: 32651 - Review and Revise the Generic VLAP Quality Assurance Project Plan (QAPP) (STEINER, SARA)							
Description: Review the VLAP QAPP annually and revise as necessary. Submit it EPA and major revisions for a courtesy review and approval.							
Start: 10/1/2019	End: 10/31/2020	Qty: 1 QAPPs (Quality Assurance Program Plan)	Auto Calc:	<input checked="" type="checkbox"/>	Completed:	<input type="checkbox"/>	% Complete: 0.00
Activity: VLAP Sampling							
Description: DES Biologists train volunteer moniors how to sample to quality of lakes and their associated tributaries. Lake deep spots are typically sampled for conductivity, turbidity, pH, acid neutralizing capacity, chlorophyll, total phosphrous, and transparency. Lake nearshore areas and tributaries are typcially sampled for conductivity, turbidity, pH, and total phosphorus. Some lakes and tributaries are also sampled for E.coli and chloride. DN - Supplemental 106 monitoring funds activity. Site code: VLAP00291.							
Start: 10/1/1999	End:	Lead Person: STEINER, SARA					
Deliverable: 32652 - Annual Volunteer Training and Sampling (STEINER, SARA)							
Description: A DES Biologist will sample the approximately 80 lakes in VLAP once each summer with the volunteer monitors and will provide a refresher training for proper sampling techniques. Volunteer monitors will be rated on their sampling performance. The Limnology Center and Satellite labs will provide sampling equipment and laboratory capability to allow the volunteer monitors to sample at other times during the summer on their own. During this sampling, volunteers will complete a self-audit form to ensure they are following the proper sampling procedures.							
Start: 10/1/2019	End: 10/31/2020	Qty: 120 Site Visits	Auto Calc:	<input checked="" type="checkbox"/>	Completed:	<input type="checkbox"/>	% Complete: 0.00
Deliverable: 32653 - VLAP Water Quality Sample Results Generated (STEINER, SARA)							

Description:	The total number of water quality results generated by VLAP. This number includes the number of sample analyses at the NHDES Limnology Center in Concord and the state chemistry lab. In addition, this number includes the number of samples analyzed at the VLAP satellite labs (Colby Sawyer Lake Sunapee Satellite lab in New London)				
Start: 10/1/2019	End: 10/31/2020	Qty: 145000 Analyses	Auto Calc:	<input checked="" type="checkbox"/>	Completed: <input type="checkbox"/> % Complete: 0.00

Program: VOLUNTEER RIVER ASSESSMENT PROGRAM RSA 483:38

Description: VRAP supports watershed organizations in their river monitoring efforts. VRAP provides monitoring training, equipment loans, and annual reports on volunteer collected water quality data. Volunteers contribute their time and effort to accomplish monitoring goals developed by NHDES and watershed organizations, and occasionally secure funding for water quality analyses. VRAP relies on local watershed knowledge and the proximity of volunteers to rivers and streams statewide.

Start: 1/2/1998**End:****Activity:** Data Management

Description: Water quality data are collected by volunteers and submitted to DES for QA/QC checks and incorporation into State water quality assessments. Data are summarized and compiled for development of annual reports and/or status reports. DN - Supplemental 106 monitoring funds activity. Site Code: VRAP1240.

Start: 10/1/2002**End:****Lead Person:** WALSH, EDWARD**Deliverable:** 32694 - QA/QC Program Self Audit (FY19) (WALSH, EDWARD)

Description: Prepare VRAP self audit, which includes but not limited to documentation of program objectives, QAPP inconsistencies, and data limitations. Self-audit for will be based on the data collected during the previous sampling season.

Start: 10/1/2019**End:** 9/30/2020**Qty:** 1 Audits**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Deliverable:** 32695 - VRAP Water Quality Data to EMD (FY20) (WALSH, EDWARD)

Description: Input data collected by all volunteer groups into EMD. A Record is equivalent of sampling one station for one parameter. Final number based on number of VRAP groups and sampling plans developed by individual VRAP groups. All data is QA/QC and checked against the VRAP QAPP to determine data useable for assessment purposes.

Start: 10/1/2019**End:** 9/30/2020**Qty:** 7000 Entries**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Activity:** Program Management

Description: Tasks pertaining to the day to day management of the VRAP program including but not limited to communication with the public, DES staff, and other agencies, VRAP reporting and development, webpage maintenance, meeting with the public and NHDES staff.

Start: 10/1/2002**End:****Lead Person:** WALSH, EDWARD**Deliverable:** 32696 - Annual Review of SOPs (FY20) (WALSH, EDWARD)

Description: In preparation for the 2020 sampling season VRAP staff view all SOPs and protocols used by volunteers and/or VRAP staff. Improvement and changes will be made to clarify procedures for the volunteers and to ensure that all QAPP requirements are addressed.

Start: 10/1/2019**End:** 9/30/2020**Qty:** 1 Updates**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Deliverable:** 32697 - Hire and Train VRAP Staff (FY20) (WALSH, EDWARD)

Description: Hire and train VRAP staff for 2020 sampling season.

Start: 10/1/2019**End:** 9/30/2020**Qty:** 1 Staff**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Activity:** Sampling and Analysis

Description: Includes all aspects of supporting a water quality monitoring program conducted by the general public throughout the State of New Hampshire. Sampling and analysis generally occurs from late spring through early fall, and includes, but is not limited to: maintaining volunteer monitoring schedules, responding to volunteer needs and requests, maintaining equipment, and conducting additional volunteer training sessions. DN - Supplemental 106 monitoring funds activity. Site Code: VRAP1239.

Start: 10/1/2002**End:****Lead Person:** WALSH, EDWARD

Deliverable: 32698 - Annual Equipment Inventory and Maintenance (FY20) (WALSH, EDWARD)

Description: This includes inventory and inspection of equipment and kits prior to distribution to VRAP groups, maintenance of equipment during sampling season, changing of reagents and supplies in kit, and inspection of kits at the end of the sampling season. Receive, inspect, and redistribute meters, as necessary, during the sampling season. Maintenance and inspection based on manufactures directions and VRAP QA/QC procedures. Quantity of based on maintaining 12 VRAP kits.

Start: 10/1/2019 **End:** 9/30/2020 **Qty:** 2 Inventories **Auto Calc:** ☒ **Completed:** ☐ **% Complete:** 0.00

Deliverable: 32699 - VRAP Groups - Sampling and Analysis Plans and Laboratory Budgets (FY20) (WALSH, EDWARD)

Description: This reflects the estimated number of active VRAP groups for the 2020 sampling season. Each group will be contacted by VRAP staff regarding sampling plans, laboratory analysis needs, datalogger requests, and other special needs. Unit changed to reflect the number of active VRAP groups.

Start: 10/1/2019 **End:** 9/30/2020 **Qty:** 30 Groups **Auto Calc:** ☒ **Completed:** ☐ **% Complete:** 0.00

Deliverable: 32700 - VRAP Staff Site Visits/Field Audits (FY20) (WALSH, EDWARD)

Description: Site visits to investigate potential problems, , provide technical assistance, verify station locations, and provide other misc. assistance. Audits of volunteers ensure appropriate sample collection, equipment use, and data documentation. Number of audits is based on projected number of VRAP groups participating. If time is a constraint audits will be targeted at new groups and those in need of specific help.

Start: 10/1/2019 **End:** 9/30/2020 **Qty:** 12 Site Visits **Auto Calc:** ☒ **Completed:** ☐ **% Complete:** 0.00

Deliverable: 32701 - Water Quality Samples Collected by VRAP Volunteers (FY20) (WALSH, EDWARD)

Description: A measurement represents a VRAP group measuring a single parameters. Includes both field measurements and laboratory analytes. Sampling for 2020 season.

Start: 10/1/2019 **End:** 9/30/2020 **Qty:** 7000 Measurements **Auto Calc:** ☒ **Completed:** ☐ **% Complete:** 0.00

Activity: Technical Assistance and Outreach

Description: Provide assistance with public education to other agencies and organizations, and participate in annual programs such as the NH Envirothon. Distribute interpretive materials for public education to schools, watershed organizations, concerned citizens, etc. Examples to include VRAP overview, water quality monitoring guidance and data, and the importance of water resources.

Start: 10/1/2002 **End:** **Lead Person:** WALSH, EDWARD

Deliverable: 32702 - Annual VRAP Water Quality Reports (FY20) (WALSH, EDWARD)

Description: Prepare and distribute annual water quality reports for each VRAP group based on 2019 sampling season. Format of report dependent on staff resources. Data reports will also be completed. Activity includes posting reports on NHDES webpage.

Start: 10/1/2019 **End:** 9/30/2020 **Qty:** 30 Reports, Final **Auto Calc:** ☒ **Completed:** ☐ **% Complete:** 0.00

Deliverable: 32703 - Training Sessions for Volunteers (FY20) (WALSH, EDWARD)

Description: Conduct training sessions for volunteers in the proper use of equipment, field sampling procedures, field safety, and data documentation.

Start: 10/1/2019 **End:** 9/30/2020 **Qty:** 3 Training Sessions **Auto Calc:** ☒ **Completed:** ☐ **% Complete:** 0.00

Program: WATER QUALITY STANDARDS

Description: Water quality standards determine the baseline quality that all surface waters of the State must meet in order to protect their intended uses. They are the yardstick for identifying where water quality violations exist and for determining the effectiveness of regulatory pollution control and prevention programs. Federal regulations require States to review surface water quality standards at least once every three years and to revise them as necessary. This program includes the review, revision, development and interpretations of water quality standards.

Start: 10/1/1999**End:****Activity:** 604(b) Grant Administration**Description:** Includes preparation of grant application and administration**Start:** 10/1/2009**End:****Lead Person:** COMSTOCK, W. GREGG**Deliverable:** 32621 - 604(b) Grant Application FY20 (COMSTOCK, W. GREGG)**Description:** Preparation and annual submittal of 604(b) grant application to EPA**Start:** 4/1/2020**End:** 9/30/2020**Qty:** 1 Grants**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Activity:** Anti-degradation**Description:** Continue development of anti-degradation process through the WQSAC. Not a priority for WQSAC in 2015. Will be addressed at a later date. ON HOLD.**Start:** 10/1/2006**End:****Lead Person:** DIERS, THEODORE**Activity:** Review, Revise, and Develop Temperature Standards for Aquatic Life Use support**Description:** 2014 EPA P&C #68. 2013 EPA P&C #70; FY12 EPA P&C #78, FY11 EPA P&C #93, FY10 EPA P&C #84:

Review, revise, and develop the Water Quality Standards for water temperature to include numeric criteria for water temperature events that will result in adequate support for aquatic life. This activity addresses an EPA comment in the 2000 triennial review of water quality standards. 2012/13 supplemental monitoring funds activity, site code WQSTN01808. FFY16/17 EPA P&C list #30 (water obj. 2.2)

Start: 10/1/2006**End:****Lead Person:** NEILS, DAVID**Activity:** WQS: Legislation and Rules**Description:** FY16 and 17 EPA P&C # 32. This activity describes formal rulemaking proceedings undertaken by DES after the technical review by the WQSAC is complete. Formal rulemaking for the water quality standards are not necessarily needed every year. Therefore, there may be years without a deliverable for this activity.

FY12 - no rulemaking anticipated.

FY10 EPA P&C #85:

For FFY 07 this activity will focus on the readoption of surface water quality rules that sunset in fall 2007. Changes related to (1) hardness, (2) flow-based permits, (3) TP for lakes and (4) the use of the Biotic Ligand model will possibly be included in the re-adoption proposal

Start: 10/1/2006**End:****Lead Person:** DIERS, THEODORE**Deliverable:** 32624 - WQS: Env-Wq 1700 Revisions FY20 (EDWARDSON, KENNETH)

Description:		FY20/21 EPA P&C # 32: Work includes preparation of Initial Proposal (IP) for revisions proposed to surface water quality regulations (Env-Wq 1700), public hearing on the IP, preparation of a final proposal, JLCAR hearing, final certified rules and submittal to EPA for approval.			
Start: 10/1/2019	End: 9/30/2020	Qty: 1 Rules	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/>	% Complete: 0.00
Activity: WQS: Numeric nutrient standards					
Description: Fy16 and 17 EPA P&C # 33 and 34. FY14 EPA P&C #70. FY13 EPA P&C #72. FY12 EPA P&C #80,81. FY11 EPA P&C #95: "Work with EPA to facilitate adoption of numeric phosphorus and nitrogen criteria for lakes/ponds/impoundments, rivers/streams, and estuaries at the earliest possible time. (WQ-1a, 1b)" FY10 EPA P&C # 86: FY09 EPA P&C # 84: FY08 EPA P&C # 82: 2007 PPA Priority # 69: "Continue to develop nutrient criteria in accordance with the Nutrient Criteria Development and Adoption Plan."					
Start: 10/1/2001	End:	Lead Person: DIERS, THEODORE			
Deliverable: 32631 - FY20 Progress Report on Numeric Nutrient Criteria (COMSTOCK, W. GREGG)					
Description:		FY21/21 EPA P&C #35. Provide any necessary schedule updates and progress report on nutrient criteria development to EPA annually, by December 31st. The schedule and progress report shall address the development, proposal and adoption of numeric water quality standards for total phosphorus and total nitrogen for lakes/ponds/impoundments; rivers/streams; and estuaries. (WQ-01)			
Start: 10/1/2019	End: 1/31/2020	Qty: 1 Reports, Final	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/>	% Complete: 0.00
Activity: WQS: Regional Meetings/Conferences					
Description:		FY16 and 17 EPA P&C # 33. Participation in regional/ national meetings, calls, workgroups and conferences. Examples include meetings and conference calls with NEIWPCC WQS workgroup, the EPA Nutrient RTAG workgroup, ASWIPCA conference calls, etc.			
Start: 10/1/2006	End:	Lead Person: COMSTOCK, W. GREGG			
Deliverable: 32629 - WQS:WQS Workgroups FY20 (EDWARDSON, KENNETH)					
Description:		Participation in the NEIWPCC WQS Workgroup meetings and conference calls as well as EPA Nutrient RTAG workgroups. [Note- conference calls count as meetings]. (FY18, 19 EPA P&C # 32. "Work with EPA to facilitate adoption of numeric phosphorus and nitrogen criteria for lakes/ponds/impoundments, rivers/streams, and estuaries at the earliest possible time.")			
Start: 10/1/2019	End: 9/30/2020	Qty: 1 Meetings	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/>	% Complete: 0.00
Activity: WQS: Technical Assistance					
Description:		Technical assistance regarding water quality standards that isn't already covered under any other programs. Includes education and outreach and WQS presentations.			
Start: 10/1/2006	End:	Lead Person: COMSTOCK, W. GREGG			
Deliverable: 32636 - WQS - Provide Technical Assistance FY20 (COMSTOCK, W. GREGG)					
Description:		Provide technical assistance for issues related to water quality standards.			
Start: 10/1/2019	End: 9/30/2020	Qty: 3 Assistances Provided	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/>	% Complete: 0.00
Activity: WQS: Water Quality Standards Advisory Committee					

Description: FY16 and 17 EPA P&C #32 and 33 FY14 EPA P&C #69 FY13 EPA P&C # 71 FY12 EPA P&C #79. FY09 EPA P&C # 83: Direct the operation of the committee, providing adminstrative support. FY11 EPA P&C # 94: "Continue ongoing WQS review, and adopt revisions as appropriate, including temperature provisions as discussed above." FY12 EPA P&C #79: "Continue ongoing WQS review, and adopt revisions as appropriate, including temperature provisions as discussed above."				
Start: 10/1/2001	End:	Lead Person: COMSTOCK, W. GREGG		
Deliverable: 31883 - Hold WQSAC meeting (EDWARDSON, KENNETH)				
Description: Work includes preparing for and holding Water Quality Standards Advisory Committee (WQSAC) meetings including preparation of agenda, meeting materials, email notifications, preparation of meeting summary, etc.				
Start: 10/1/2019	End: 9/30/2020	Qty: 4 Meetings	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/> % Complete: 25.00

Program: WATERSHED BASED PLAN DEVELOPMENT

Description: Created for FY14 Work Plan. The development of watershed-based plans that address non-point source pollution is a critical piece of the state's Nonpoint Source Management Program. Starting in FFY 2014 A select portion of 319 funding will be used for the development of watershed plans which include 9 elements identified in EPA's Handbook for "Developing Watershed Plans to Restore and Protect our Waters." Projects funded in prior fiscal years and still open as of 10/01/13 have been moved here as well.

Start: 1/1/2010**End:****Activity:** Projects to Develop 319 Watershed Based Plans

Description: Manage projects to develop watershed-based plans in accordance with EPA's criteria for WBPs. Projects moved from Watershed Protection and Watershed Restoration

Start: 1/1/2011**End:****Lead Person:** LANDRY, STEPHEN**Deliverable:** 28083 - 14-306-18 Development of a Watershed Plan for the Winnicut River (SOULE, SALLY)

Description: Project will develop an a - i plan for the Winnicut River watershed. Restoration management tools will be developed including: Local capacity, technical analysis of water quality, and final recommendations for restoration. (\$75k of funding from CZM; \$10K from 319); contract end date extended to 12/31/2019

Start: 3/4/2016**End:** 12/31/2019**Qty:** 3 Management Tools**Auto Calc:** ☒**Completed:** ☐**% Complete:** 96.67**Deliverable:** 30529 - RP-17-C-02 Nippo Lake Watershed Plan Development (SOULE, SALLY)

Description: Development of an a - i watershed plan for Nippo Lake. The plan will identify sources of phosphorus loading to Nippo Lake (external and internal) and will provide management approaches for reducing phosphorus loading with the goal of reducing the frequency of cyanobacteria blooms in the lake. Additionally, BMPs will be implement to address stormwater runoff from an identified source of phosphorus loading to the lake.

Start: 6/30/2017**End:** 12/31/2019**Qty:** 2 Plans, Management**Auto Calc:** ☒**Completed:** ☐**% Complete:** 87.50**Deliverable:** 29644 - RP-17-CT-07 Lake Sunapee Protective Assoc Sunapee Watershed Plan Update (MARCOUX, JEFFREY)

Description: The Lake Sunapee watershed straddles Merrimack and Sullivan counties in central western New Hampshire. The nearly 50 square mile watershed includes portions of 6 towns (Sunapee, Newbury, New London, Springfield, Sutton, Goshen) and 10 other lakes and ponds. Lake Sunapee and several other watershed lakes are water supply sources and they are major recreational resources and regional economic engines. Several water bodies in the watershed have been designated by NHDES as high priority for protection, restoration, or as impaired. Sediment, nutrients and stormwater contaminants such as chlorides are the major water quality concerns. Stream bank erosion adds to the sediment loads which degrade water quality as well as aquatic species and their habitats. Development pressure along with increases in impervious surface and climatic change have exacerbated these impacts. Nutrient and sediment loading are also responsible for the increasing occurrence of cyanobacterial blooms. The updated management plan will provide specific water quality goals, better identified contaminant sources, recommended improvement measures (structural and non-structural) and a more detailed and organized framework for future efforts to achieve reduced nutrient, sediment and contaminant loading.

Start: 10/1/2017**End:** 12/31/2019**Qty:** 1 Plans, Management**Auto Calc:** ☒**Completed:** ☐**% Complete:** 70.00**Deliverable:** 29641 - RP-17-M-03 Antrim Gregg Lake Watershed Management Plan Development (MARCOUX, JEFFREY)

Description:	Gregg Lake hosts Antrim's popular public swimming beach and boat launch, a community of seasonal and year-round homes and a thriving youth camp. The tranquil warm-water fishery attracts anglers and wildlife, including nesting loons, and nature enthusiasts paddle the wooded shoreline and marshes. The Gregg Lake watershed contains some of the "Highest Ranked (Wildlife) Habitat" in New Hampshire (NH Fish and Game). However, elevated phosphorus and chlorophyll-a and low dissolved oxygen levels put Gregg Lake in the "Slightly Bad" category for water quality and threaten the lake's capacity to support wildlife. Fortunately, Gregg Lake also ranks high in "Recovery Potential" (NHDES). The requested funds will support development of a watershed management plan to lower phosphorus and chlorophyll-a levels and reverse the decline in water quality. Two lake associations and the town already actively support mitigation through Lake Host, Weed Watch and VLAP water testing programs. A written plan will guide a coalition of stakeholders, including the Antrim Parks and Recreation Commission, Conservation Commission and Highway Department, lake associations, property owners and recreational lake users, to identify pollution sources and set specific long-term goals for reducing pollutant loads and restoring Gregg Lake to its highest potential wildlife and recreation uses.				
Start: 10/1/2017	End: 12/31/2019	Qty: 1 Plans, Management	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/>	% Complete: 80.00
Deliverable: 29645 - RP-17-M-04 Lake Winnepesaukee Assoc Moultonborough Bay Plan Development (MARCOUX, JEFFREY)					
Description:	<p>Lake Winnepesaukee, NHLAK700020110]02]19, is currently listed on the 2014 Draft 305(b)/303(d) list of threatened or impaired waters for primary contact recreation use due to the occurrence of cyanobacteria (source unknown). It is imperative to continue working with communities around the lake in order to identify pollution sources that are contributing to the impairment. A watershed management plan for the Moultonborough Bay and Winter Harbor subwatersheds will continue the progress in developing a comprehensive Lake Winnepesaukee Watershed Management plan by providing watershed and water quality analyses that will identify sources of pollutants in the sub]watershed that are contributing nutrient loading to the lake.</p> <p>The Moultonborough Bay subwatershed is predominantly forested exhibiting good stream and lake quality. Development of an EPA nine key element watershed management plan for the MB subwatershed will result in the identification of sources of pollutants and the actions necessary to correct them that will improve existing lake quality, aquatic habitat, and result in the removal of water bodies from the States 305(b)/303(d) list.</p> <p>Representatives from the communities of Moultonborough, Tuftonboro, and Wolfboro, Lake Winnepesaukee Association, Geneva Point Center, Bald Peak Colony Club, summer camps, homeowner associations and residents will work together to develop an action plan of strategies that will protect the value, uses, and beauty of the lake for many generations.</p>				
Start: 10/1/2017	End: 12/31/2019	Qty: 1 Plans, Management	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/>	% Complete: 60.00
Deliverable: 29643 - RP-17-M-05 Lakes Region Planning Comm. Winnisquam Planning Phase 1 (MARCOUX, JEFFREY)					
Description:	<p>Lake Winnisquam has serious water quality impairments but has a high priority for protection and restoration. The isolated efforts of the past have had difficulty making any traction toward a regional coordinated management approach. There is an immediate need for better coordination on existing and proposed water quality monitoring efforts, homeowner networking, RPC/town planning efforts, and public awareness outreach efforts.</p> <p>LRPC will leverage the Black Brook WMP developed in 2012 with only the Town of Sanbornton's involvement, a newly formed homeowners group, current discussions with NHDES and UNH regarding water quality monitoring coordination, and a new commitment from landuse boards in the surrounding communities to set the groundwork for an overall planning process through 1) building a cohesive network, 2) better informed public awareness and outreach efforts, and 3) developing a coordinated water quality monitoring plan.</p> <p>This organized and coordinated overall planning process will set the groundwork for further watershed management planning and the different kinds of implementation activities that will need local support (including match funding support) to succeed.</p>				
Start: 10/1/2017	End: 12/31/2019	Qty: 1 Plans	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/>	% Complete: 90.00
Deliverable: 28134 - RP-17-M-06 Squam Lakes Watershed Management Plan Development (WASKIN, WENDY)					
Description:	END DATE EXTENDED FROM 3/31/2019. END DATE EXTENDED FROM 12/31/2018. END DATE EXTENDED FROM 9/30/2017. The Squam Lakes Association is Updating their 1991 Watershed Plan. Rebecca Hanson, Director of Conservation is taking the lead. Will be working with Plymouth State's Environmental Science and Policy Program. Section 319 funding is not being requested. In 2017 Received 319 grant to complete plan				
Start: 1/1/2016	End: 12/31/2019	Qty: 1 Plans	Auto Calc: <input checked="" type="checkbox"/>	Completed: <input type="checkbox"/>	% Complete: 85.00

Deliverable: 29642 - RP-17-M-09 UMMWA Turkey River Watershed Management Plan Development (MARCOUX, JEFFREY)

Description: The UMWA believes that the Turkey River watershed, its communities, and partners (Central New Hampshire Planning Commission, Turkey River Basin Trust) are ideally poised for a holistic, nine-element watershed management process and implementation of best management practices. The Towns of Bow, Dunbarton, and Hopkinton, and the City of Concord have shown leadership with land and other conservation efforts. Several are engaged in master planning processes. St. Paul's School has invested in management efforts including addressing flooding and hiring full-time sustainability staff. The Turkey River Basin Trust boasts a quarter of a century of land and water conservation work. The New Hampshire Rivers Council's Watershed Steward Program will provide resources to homeowners and recognize their good property management to improve and protect water quality. The Central New Hampshire Regional Planning Commission's (CNHRPC) expertise and community relationships will be invaluable. These partners and others are engaged fully in the proposal to connect people and groups in the watershed to improve water quality. The Turkey River Watershed Restoration and Management Plan is the opportunity to maintain high quality resources and restore areas with water quality impairments by connecting towns, cities, businesses, other groups, and individuals to foster a Turkey River watershed community with a lasting legacy.

Start: 10/1/2017 **End:** 12/31/2019 **Qty:** 1 Plans, Management **Auto Calc:** ☒ **Completed:** ☐ **% Complete:** 10.00

Activity: Quality Assurance

Description: FFY 2014 Moved from WSPROT and WSREST programs. Then separated into Watershed Based Plan Development and Watershed Project Implementation. All 319 projects using or generating environmental data must develop a quality assurance project plan (QAPP) or a site specific project plan (SSPP), depending on the project type. All QA documents must be reviewed, managed, and tracked in accordance with the DES Quality Assurance Program and the federal requirements for section 319 funds.

Start: 10/1/2013 **End:** **Lead Person:** LANDRY, STEPHEN

Deliverable: 31423 - Watershed Plan Development Project QAPPs and SSPPs for Section 319 and 604b (LANDRY, STEPHEN)

Description: Provide QAPP, SSPP, or other QA documentation guidance and oversight to grantees completing watershed planning and/or implementation projects.

Start: 10/1/2018 **End:** 9/30/2020 **Qty:** 4 QAPPs (Quality Assurance Program Plan) **Auto Calc:** ☒ **Completed:** ☐ **% Complete:** 0.00

Activity: Watershed Based Plans Implementation Tracking

Description: Nonpoint Source Management Program Plan SW-2.4a A system of cataloguing watershed-based plans

Start: 1/1/2018 **End:** 12/31/2019 **Lead Person:** ZINK, KATHERINE

Deliverable: 30758 - Develop and implement a system to track Watershed Plan Implementation (ZINK, KATHERINE)

Description: Measure CW-2.4a in NH NPS Program Management Plan.

Start: 1/1/2018 **End:** 12/31/2019 **Qty:** 2 Procedures **Auto Calc:** ☒ **Completed:** ☐ **% Complete:** 75.00

Program: WATERSHED MANAGEMENT ADMINISTRATION**Description:** Watershed Management Bureau activities that are not specific to a particular program.**Start:** 5/9/2001**End:****Activity:** Legislation and Rules**Description:** Work on legislation and rules that is not program-specific or includes multiple programs**Start:** 8/1/2008**End:****Lead Person:** DIERS, THEODORE**Deliverable:** 33060 - Track watershed legislation (DIERS, THEODORE)**Description:** Track all bills related to watershed bureau programs and provide testimony**Start:** 10/1/2019**End:** 9/30/2020**Qty:** 6 Testimonies**Auto Calc:** ☒**Completed:** ☒**% Complete:** 100.00**Activity:** Measures Tracking and Reporting System (MTRS)**Description:** This activity oversees the development and utilization of the MTRS for the Water Division. Includes assistance in developing annual work plans, reports and troubleshooting problems**Start:** 5/1/2001**End:****Lead Person:** WASKIN, WENDY**Deliverable:** 32577 - Provide Technical Assistance to WD Users (WASKIN, WENDY)**Description:** Function as the Database Administrator for the Division. Populate tables, troubleshoot, provide training**Start:** 10/1/2019**End:** 9/30/2020**Qty:** 10 Assistances Provided**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Activity:** Professional Development**Description:** Staff are encouraged to present papers at professional meetings, to participate in Certified Public Manager and Certified Public Supervisor training, and to pursue degrees and courses relevant to their work.**Start:** 10/1/2001**End:****Lead Person:** DIERS, THEODORE**Deliverable:** 33061 - Professional development (DIERS, THEODORE)**Description:** Discuss professional development needs with supervisors during their annual evaluations.**Start:** 10/1/2019**End:** 9/30/2020**Qty:** 4 Evaluations**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Activity:** Program Administration**Description:** Administrative and organizational tasks that are not program-specific.**Start:** 6/1/2001**End:****Lead Person:** DIERS, THEODORE**Deliverable:** 33062 - Administrative activities (DIERS, THEODORE)**Description:** Attendance at internal meetings, reports to leadership, etc.**Start:** 10/1/2019**End:** 9/30/2020**Qty:** 1 Meetings**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Activity:** Technical Training Staff**Description:** Activities related to training staff -- ON HOLD FOR 2015-2018. Perhaps add as a deliverable under Professional Development.

Start: 8/1/2006	End:	Lead Person: 12072 - ENV TECH III
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Activity: Time Allocation		
Description: Activities related to the tracking and reporting of time spent on specific outputs in the work plan.		
Start: 10/1/2002	End:	Lead Person: WASKIN, WENDY
Deliverable: 32579 - Add site codes as requested; Run Time Allocation Reports for WAS and Others (WASKIN, WENDY)		
Description: Run periodic time allocation reports to track time spent on various programs. Add site codes upon request. Provide all staff reports to WAS supervisor.		
Start: 10/1/2019	End: 9/30/2020	Qty: 10 Assistances Provided
Auto Calc:		<input checked="" type="checkbox"/>
Completed:		<input checked="" type="checkbox"/>
% Complete: 90.00		

Program: ENHANCE WETLAND MAPPING & ASSESSMENT TOOLS (2017 EPA GRANT)

Description: Contract to update NWI maps; develop new polygons for streams, and apply the NWI+ classification system and assign LLWW landscape and wetland function information. Develop high value wetland science workgroup to develop criteria based on NHANRS Wetland buffer science workgroup; NHB to evaluate outdated exemplary wetland systems so they can be reliably used; NHB to develop thresholds for wetland systems of high ecological value using vegetation data; Grant administration

Start: 10/1/2017 **End:** 3/31/2020

Activity: Develop High Value Wetlands criteria and Map High Value Wetlands

Description: -Develop high value wetland science workgroup to develop criteria based on NH wetland buffer scientific workgroup, summary of scientific literature, and NWI + wetland function information.
 -Create map layer depicting high value wetlands criteria.
 -Disseminate information to the public and legislators about high value wetlands.

Start: 10/1/2019 **End:** 12/31/2020 **Lead Person:** TILTON, MARY ANN

Deliverable: 31475 - High value wetlands Criteria are developed and mapped (TILTON, MARY ANN)

Description:

Start: 10/1/2019 **End:** 9/30/2020 **Qty:** 1 Criteria **Auto Calc:** ☒ **Completed:** ☐ **% Complete:** 0.00

Activity: Grant Administration

Description: Task Code 6335

Start: 10/1/2017 **End:** **Lead Person:** TILTON, MARY ANN

Deliverable: 31357 - Field work for wetland classification (CRYSTALL, SANDRA)

Description: Conduct field work with DU (mapping contractor) or independently to review wetland classification or boundaries.

Start: 7/1/2018 **End:** 9/30/2020 **Qty:** 4 Site Visits **Auto Calc:** ☐ **Completed:** ☐ **% Complete:** 12.50

Deliverable: 31358 - Review of mapping data (CRYSTALL, SANDRA)

Description: Review new mapping data: Year 1 area, Year 2a & b areas, LLWW classification and final review.

Start: 10/1/2018 **End:** 12/31/2020 **Qty:** 4 Reviews **Auto Calc:** ☒ **Completed:** ☐ **% Complete:** 42.50

Activity: NHB: Develop thresholds for wetland systems of high ecological value.

Description: Determine minimally/least-impacted FQA condition thresholds for 10 wetland system types:
 A. Review existing vegetation plot data and enter relevant information into EcoObs database.
 B. Identify any wetland system types for which field surveys need to be conducted.
 C. Conduct field surveys to collect vegetation plot data for wetland systems lacking useable data.
 D. Analyze data for FQA values.
 E. Identify thresholds for minimally/ least impacted reference wetlands by type.

Start: 10/1/2018 **End:** **Lead Person:** TILTON, MARY ANN

Deliverable: 31456 - Thresholds for interpreting FQA scores that are specific to NH wetland types. (CRYSTALL, SANDRA)

Description:		NHB Report on FQA thresholds for 10 wetland system types.			
Start: 10/1/2018	End: 9/30/2020	Qty: 1 Reports, Final	Auto Calc:	<input checked="" type="checkbox"/>	Completed: <input type="checkbox"/> % Complete: 35.00
Activity: Scope Update of Water Quality/ Wetland Assessment Base Layer.					
Description:		Scope out process to update the NHDES water quality assessment (wetland) base layer when the state has full updated NWI coverage (in the future).			
Start: 4/1/2020	End: 6/30/2020	Lead Person: CRYSTALL, SANDRA			
Deliverable: 31486 - Identify process to update water quality assessment baseline coverage with updated NWI data (CRYSTALL, SANDRA)					
Description:		Scope out process to update the NHDES water quality assessment (wetland) base layer when the state has full updated NWI coverage.			
Start: 4/1/2020	End: 6/30/2020	Qty: 1 Processes	Auto Calc:	<input checked="" type="checkbox"/>	Completed: <input type="checkbox"/> % Complete: 0.00

Program: WETLANDS PROGRAM

Description: The Wetlands Bureau regulates dredge, fill, and construction of structures in or adjacent to surface waters, wetlands, sand dunes, and in areas within 100 feet of the highest observable tideline. Bureau activities include permitting, outreach, and compliance in accordance with the authority of RSA 482-A. The Bureau has worked closely with the US Army Corps of Engineers, and since 1992 nearly all permits issued by the bureau have become Federal USC Title 33, Chapter 26, Section 1344 (CWA 404) permits under the Corps' NH State Programmatic General Permit.

Start: 7/1/1967**End:****Activity:** Data Management

Description: Annual and grant reporting to both the federal government and state legislature.

Start: 10/1/2015**End:****Lead Person:** 40157 - ENVIRONMENTALIST III**Activity:** Enforcement

Description: The Enforcement section investigates and enforces violations of RSA 482-A, the New Hampshire wetlands statute, and NH Code of Admin Rules Env-Wt 100 - 900.

Start: 7/1/1986**End:****Lead Person:** 40157 - ENVIRONMENTALIST III**Activity:** Mitigation and Restoration**Description:****Start:** 7/1/1992**End:****Lead Person:** SOMMER, LORI**Deliverable:** 33182 - ARM Fund Grant Projects (SOMMER, LORI)**Description:****Start:** 2/1/2020**End:** 11/30/2020**Qty:** 12 Grants**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Deliverable:** 33183 - Collaborate with EPA on implementation of the In-Lieu Fee program. (SOMMER, LORI)**Description:****Start:** 10/1/2019**End:** 9/30/2020**Qty:** 4 Meetings**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Activity:** Permitting Process Improvements**Description:****Start:** 7/1/1967**End:****Lead Person:** TILTON, MARY ANN**Activity:** Rulemaking**Description:****Start:** 7/1/1972**End:****Lead Person:** TILTON, MARY ANN

Program: WINNIPESAUKEE RIVER BASIN PROGRAM

Description: For decades preceding the Clean Water Act (CWA), discharges of untreated and poorly treated wastewater into Central NH Lakes and Rivers resulted in "pea soup" conditions and fish kills in Lake Winnepesaukee, Lake Winnisquam, and the Tioga and Winnepesaukee Rivers. The WRBP was created in the 1970s as part of CWA efforts to construct wastewater infrastructure and eliminate these discharges. This program preserves water quality in the Lakes and Rivers of Central NH, supporting tourism and recreational opportunities, enhancing economic and residential development, and helping create a prosperous and thriving environment with sustainable water resources.

Start: 1/1/2000**End:****Activity:** Septage Handling**Description:****Start:** 1/1/2000**End:****Lead Person:** MCMILLIN, SHARON**Deliverable:** 33138 - Complete Annual Quality Assurance System Program Self-Audit (MCMILLIN, SHARON)**Description:****Start:** 1/1/2020**End:** 12/31/2020**Qty:** 1 Self-Assessments**Auto Calc:** ☒**Completed:** ☐**% Complete:** 0.00**Deliverable:** 32004 - Complete Annual Quality Assurance System Program Self-Audit (MCMILLIN, SHARON)**Description:**

Self audit due in Sept-Oct each year

Start: 1/1/2019**End:** 12/31/2019**Qty:** 1 Self-Assessments**Auto Calc:** ☒**Completed:** ☒**% Complete:** 100.00**Deliverable:** 32003 - Septage received and treated at WRBP Facility (MCMILLIN, SHARON)**Description:**

Information collected monthly and reported quarterly

Start: 7/1/2019**End:** 6/30/2020**Qty:** 1800000 Gallons**Auto Calc:** ☒**Completed:** ☐**% Complete:** 37.45

Report: /Environmental Services/DES Reports/MTRS - MTRS_MASTER

Selected Report Parameters =====> **Start Date:** 10/1/2019 **End Date:** 9/30/2020

Show Descriptions: True **Show Outputs:** False

Divisions:

AIR RESOURCES DIVISION
OFFICE OF THE COMMISSIONER
WASTE MANAGEMENT DIVISION
WATER DIVISION

Bureaus:

All Bureaus Selected

Programs:

All Programs Selected